

Sir Roger Manwood's School

Job Description for Design & Technology Technician

Summary of Job	To assist with the smooth running of the department, facilitating safe practical sessions with regard to workshop environment, machinery and materials. To help teachers and students with the aim of improving the learning experience. With regard to health & safety, to check and ensure maintenance
Salary	Kent Range 4-5
Working Time	20 hours per week (4 hours per day) 39 weeks per year
DBS	Enhanced with list check.
Date	

Outline of main responsibilities, purpose and tasks

- To provide a comprehensive technical service to teaching staff in the department, and assist where needed in practical lessons
- To source and prepare materials for lessons and projects
- To prepare equipment and teaching areas for practical lessons
- To order materials and consumables on request, with an eye to the budget
- To ensure the safety of machinery within the workshop environment, undertaking and/or arranging maintenance and safety checks, and maintaining records
- To assist with specialist equipment
- To maintain and update a sound understanding of relevant health & safety, and ensure the department is a safe environment for learning
- To support teachers in practical lessons
- To help students get the most out of learning experiences
- To carry out administration and other functions related to the smooth running of the department
- To attend and participate in open evenings and other events as required
- To take an active role in first aid when needed (training can be provided)
- To assist other aspects of the School where the skills of the Technician may be of benefit
- To carry out other duties as may reasonably be assigned to you by the Headteacher, School Business Manager or Head of Department

Person Specification	
Essential Qualities	Desirable Qualities
Educational Qualifications	
	• 5 GCSEs (or equivalent) at grade C or above, including Maths and English • A relevant and up-to-date first aid qualification
Skills, abilities and experience	
• Demonstrable experience in a technician or relevant engineering role • The ability to offer a high level of professional support • Good communication skills • Excellent organisational skills • Flexibility and the ability to work calmly and quickly under pressure • Resourcefulness and the ability to multitask and prioritise. • Ability to work well as part of a team and also autonomously.	• Previous experience as DT technician • A background in engineering • A commitment to and clear understanding of health and safety • Experience of first aid • Experience of working in an educational environment • Experience of working with teachers and teenage children • A commitment to personal and professional development
Personal Qualities	
• Prioritisation of competing priorities • Personal resilience in a busy workplace • Team player, supporting colleagues • Motivator of self and others • Common sense • A sense of humour and proportion • Discretion and confidentiality	• An interest in the School, its purpose and ethos
Child protection	
• Commitment to the protection of children and young people. • Willingness to follow the School's Safeguarding procedures.	