



JOB DESCRIPTION & PERSON SPECIFICATION

JOB ROLE: Design and Technology Technician

Reports to: Head of Faculty

Grade: WFS Grade 4 (9-11)

JOB DESCRIPTION

Overall Responsibilities:

This role involves overseeing the management and organisation of resources for workshop-based subjects, ensuring the smooth operation of day-to-day lesson support, and assisting with the preparation and distribution of classroom materials. Key responsibilities will include resource management, photocopying, and preparing materials to support both teaching staff and students.

Duties and responsibilities:

Be responsible for the workshops and equipment and machinery within, including the carrying out of essential maintenance checks.

Support the preparation of display materials and equipment for Parents' Evenings/ Open Evenings where appropriate.

Assist with the general Health and Safety aspects of the Faculty: safe storage of all materials and equipment ensuring that current Health and Safety, COSHH, and ESCC regulations are adhered to.

Be responsible for the provision of clean and usable protective clothing such as safety goggles and masks.

Be responsible for the provision and maintenance of necessary safety notices and maintain records of equipment checks.

Prepare tools, equipment, visual aids and materials for Design and Technology, resourcing lessons to meet defined learning outcomes as identified by class teachers.

Provide technical support, advice and assistance to individual and small groups of learners under the direction of class teachers.

Provide advice and guidance for project work, including sharing knowledge of specific aspects of new technology, software and hardware with colleagues and learners.

Clear away tools, equipment and materials after classes, ensuring the safe disposal of waste materials

General

Be aware of and comply with all school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Carry out all duties regarding the school's policies and codes of conduct.

Participating in training and other learning activities as required and to participate in appraisal and professional development.

Set high expectations of conduct, whilst acting as a good role model for others.

PERSON SPECIFICATION

Qualifications, Knowledge and Experience			
	Essential	Desirable	Assessment
GCSE Maths and English Grade A-C (4-9)	✓		Application
Further qualification (e.g. degree)		✓	Application
Excellent IT skills	✓		Application/ Interview
Knowledge of Health and Safety	✓		Application/ Interview
Knowledge of COSHH		✓	Application/ Interview
Knowledge of Safeguarding		✓	Application/ Interview
Have experience of working in a secondary school		✓	Application
Ability to keep sensitive information private and maintain confidentiality in line with GDPR guidelines.	✓		Application/ Interview
Strong practical skills with tools, machinery, and materials used in D&T	✓		Application/ Interview
Competent in the use of CAD/CAM technologies and software.		✓	Application/ Interview
Knowledge of or experience in food technology or textiles		✓	Application/ Interview
Personal Qualities			
Able to build positive relationships with staff, parents and students	✓		Interview
Be organised and able to prioritise	✓		Interview
Be flexible	✓		Interview
Be professional and efficient	✓		Interview
Be personable and relatable	✓		Interview
Good timekeeping	✓		Interview