



JOB DESCRIPTION

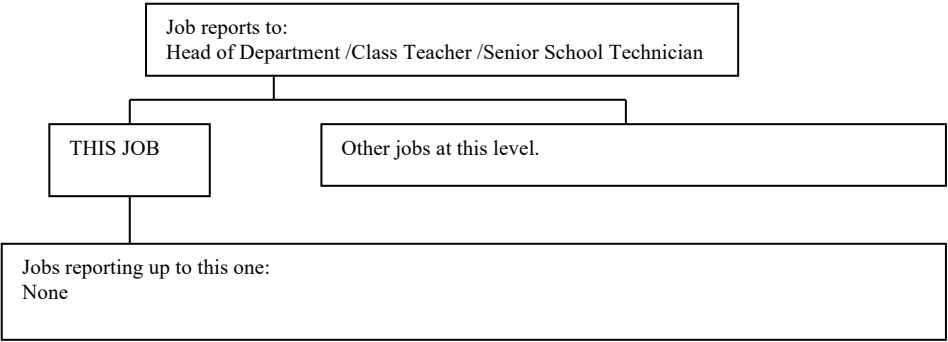
JOB TITLE: School Technician: Design & Technology, Food & Textiles.

GRADE: 3
Level 1

REPORTS TO (Job Title): Department Head / Teaching staff in the Department

1.	MAIN PURPOSE OF JOB	
	Working under the direction of a senior colleague or Class Teacher, to provide a support service to the D&T, Food and Textiles department enabling a safe and well-equipped environment for practical work to support the teaching of D&T, Food and Textiles to all pupils.	
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:	
	i.	Ensuring the D&T, Food & Textiles classrooms are equipped and prepared for lessons including the preparation of materials and ingredients which may be required for demonstrations or practical work. Maintaining appropriate levels of materials and resources.
	ii.	Setting up for D&T, Food and Textiles practical lessons to ensure lessons are organised and run smoothly.
	iii.	Supporting staff and assisting in the delivering of practical demonstrations and working with students to enable successful outcomes.
	iv.	Inspecting classroom equipment, reporting and damage or defects to senior colleague.
	v.	Maintaining equipment and machinery to ensure it is in good working order and carrying out minor repairs where appropriate and within guidelines.
	vi.	Liaise and work cohesively with the wider team of D&T technicians to provide consistency and support to subject teachers.
	vii.	To construct and maintain displays to help enhance the environment within the department.
	viii.	Assisting with the safe disposal of waste materials in line with relevant policies.
	ix.	Ordering of materials / ingredients to ensure the department is well equipped.
	x.	Maintaining high standards of H&S within the department as directed by subject teachers / Head of Department.

3.	<p>SUPERVISION / MANAGEMENT OF PEOPLE</p> <p>No direct supervision of staff.</p>
4.	<p>CREATIVITY & INNOVATION</p> <p>Assists in the production of classroom displays. Under the direction of a senior colleague, technicians are required to support in the development of practical ideas / lessons on how demonstrations or practical work can be made more interesting and rewarding.</p>
5.	<p>CONTACTS & RELATIONSHIPS</p> <ul style="list-style-type: none"> • Internal Has direct and regular involvement with departmental teachers, supply teachers, site managers and other technicians. Occasional contact with other teaching staff, the Head and Deputy Head, Bursar and administration staff. • External Comes into occasional contact with maintenance staff, and some external contractors.
6.	<p>DECISIONS – discretion & consequences</p> <p>Discretion A senior colleague or Class Teacher is responsible for providing health & safety advice, which the postholder is required to follow, including restrictions or control measures. Safety decisions are largely influenced by legislation, especially Health & Safety and COSHH (Control of Substances Hazardous to Health) Regulations.</p> <p>Consequences: Following the correct safety advice helps to ensure that the correct controls measures are in place for the personal safety of pupils and staff.</p>
7.	<p>RESOURCES – financial & equipment</p> <p>Responsible for the proper use and safekeeping of equipment.</p>
8.	<p>WORK ENVIRONMENT</p> <p>Work demands Daily work is mainly routine and subject to deadlines. It may involve some changing demands dependent on the curriculum needs year on year.</p> <p>Physical demands Work requires normal physical effort, including some lifting and carrying of equipment and may involve the handling of potentially harmful materials. This should be carried out in line with the schools back care and manual handling policy, COSHH regulations and any other relevant legislation or</p>

	<p>regulations.</p> <p>Working conditions Work is normally classroom based but may also involve contact with potentially harmful substances.</p> <p>Work context Work may involve contact with potentially hazardous circumstances but training and protective equipment is provided where appropriate. May involve lone working where lone working procedures need to be observed.</p>
<p>9.</p>	<p>KNOWLEDGE & SKILLS</p> <p>Should have:</p> <ul style="list-style-type: none"> • Organisational skills • Proactive in supporting students within a classroom environment • Effective communication skills <p>A Practical understanding of:</p> <ul style="list-style-type: none"> • Storage and stock rotation of ingredients • Prioritising tasks to ensure resources are in place for the lessons. • Food Preparation and hygiene • Health and safety legislation including COSHH • First aid • Risk assessment • Safe manual handling techniques • School policies, procedures and protocols
<p>10.</p>	<p>Position of Job in Organisation Structure</p>  <pre> graph TD A["Job reports to: Head of Department /Class Teacher /Senior School Technician"] --- B["THIS JOB"] A --- C["Other jobs at this level."] B --- D["Jobs reporting up to this one: None"] </pre>