

Job Description

Job Title:	Design Technology Technician
Location:	Oakwood Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 6 £17,496 – £19,312 FTE
Responsible to:	Operations Manager/Faculty Leader Design Technology
Post Objective:	To provide technician support to the Technology department. The Technician will co-ordinate the use and maintenance of practical resources and facilities; providing assistance and advice in meeting the practical needs of the curriculum.

Main Duties and Responsibilities:

- To assist in the development of lessons/work plans, administration of coursework and work sheets etc.
- To contribute towards planning, development and organisation of systems/procedures/policies.
- Be responsible for maintaining records, information and data, producing analysis and reports as required.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs.
- Administer and assess routine tests and invigilate exams/tests.
- Liaison with Heads of Department over capitation allowance for Design and Technology. Budget planning, control and ordering to maintain adequate stocks of equipment and materials. Liaison with suppliers for quotations and requisitions.
- Short-term, emergency cover of pupils/classes during an immediate emergency (5-10minutes)

Advice and Assistance

- Preparation of equipment, materials and rooms required for demonstrations, examinations and practical work in Food Technology and Product Design Technology lessons, including dismantling and storage after use.
- Provision of technical advice to teachers and pupils as appropriate.
- Participation and assistance in lessons through working with teachers and pupils in practical activities as necessary.
- Preparing equipment and material for examinations.

Health & Safety

- Implementing Health and Safety legislation and procedures.
- Keeping up-to-date with relevant regulations and procedures (COSHH etc.) and passing information to teaching staff as necessary.
- Organisation of all necessary repairs and maintenance of Design and Technology equipment, either “in-house” or through liaison with suppliers. Liaison with Site Team for maintenance of fixtures and fittings. Providing advice on improvements to facilities.
- If trained, first aid treatment for minor injuries. Liaison with school Welfare Assistant.
- Disposal of equipment and waste materials as necessary

General

- Liaison with other departments and non-teaching staff over matters relating to DT
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy’s policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms