



Orwell Park School

Job Title: Design & Technology (DT) Technician

Reports to: Head of DT

Date completed: 1 Dec 17

Main Purpose

1. To work closely with teachers and work as a team to make sure pupils enjoy successful learning in a safe and caring setting.
2. This role incorporates maintaining the school's workshop to a high standard of safety and readiness for lessons as well as providing classroom support in all DT lessons.

Key Responsibilities

1. Undertake a range of tasks to support learning.
2. To provide practical, technical and administrative support to the Head of DT.
3. Supervising and directing students when asked to by the Head of DT.
4. Providing for maintenance and testing of specialist machines and tools.
5. To assist on design and other work for school projects.
6. To ensure the workshop is kept up to date in terms of Maintenance and H&S checks.
7. Promote school policies and procedures and participate fully in the school's safeguarding arrangements.

Specific Responsibilities

1. To prepare the workshop and DT classroom for use by staff and pupils, ensuring a safe and tidy working environment.
2. To prepare materials and make tools and jigs for use by students and teachers.
3. To advise pupils and staff on the safe use of equipment and materials, including electrical equipment and machinery.
4. To demonstrate, advise and assist in practical activities.
5. To assist in using and showing students, computer operated equipment including CAD/CAM's
6. To maintain and repair equipment.

7. To purchase resources as required for lessons and activities from the budgets available, including placing orders as necessary including negotiation of best prices with suppliers.
8. To be responsible for the safe storage of equipment and materials, and the disposal of hazardous materials, according to the relevant regulations and procedures.
9. To maintain stock records of materials purchased
10. To assist in the organisation and preparation of displays for Open Evenings and other events, such as School Plays.
11. To ensure that all COSHH/Health and Safety regulations are complied with.
12. To act in a supervisory capacity for the teaching staff in relation to students, where asked.

Personal Specification

1. Excellent practical experience of using design, engineering, electrical and computer equipment.
2. A minimum of 3 GCSE's, including English Language
3. Good communication skills with both children and adults; skilled in use of tact and diplomacy.
4. Build and maintain knowledge of pupils, staff, parents and other regular visitors to the school.
5. Maintain detailed knowledge of school routines, policies and procedures.
6. Computer literate with knowledge of MS Office packages.
7. Experience dealing with third parties and contractors.
8. Ability to work independently
9. Experience in of working in schools is desirable.
10. An interest in design and DT.
11. A knowledge of Health & Safety regulations and safe workshop working.
12. Good organisational and administrative skills; skilled in multi-tasking and prioritising tasks.
13. Ability to be self-reflective and learn from experience; modelling growth mindset and lifelong learning.
14. Good team worker, willing to assist and provide backup to others.
15. Loyalty to the Headmaster and the school and an absolute commitment to maintaining confidentiality at all times.
16. The ability to innovate and develop solutions to potential issues and develop a proactive approach.

Job Demands and Pressures

1. Hectic work environment in term time.
2. A good sense of humour.
3. Frequent demands from pupils, staff and parents to prioritise their needs and produce instant results.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the School's safeguarding policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the School's DSL (Designated Safeguarding Lead) or to the Headmaster.