

Job Description

Job Title: Design and Technology Technician

Location: Easingwold School

Reporting to: Head of Department

Grade: Band 4 SCP 9-13 (30 hours pw – 39 Weeks)

Overall purpose of the post

Supporting teaching and learning in the Technology Department on a day to day basis as directed by the Head of Department.

Main Duties and Responsibilities

- Liaise regularly with the Head of Department/Head of Faculty.
- General preparation of materials within the Technology Department and assisting with the demonstration of lessons.
- Basic maintenance and setting up of workshop tools and machinery in all areas of Technology
- Organise, maintain and monitor all Technology tools, machines and equipment.
- Ordering of resources and stock.
- Maintaining an inventory and management of materials and stock.
- Use of heat treatment facilities – brazing, welding and casting.
- Reporting of faulty machinery and liaising with contractors where appropriate.
- Preparation and cleaning of food technology rooms.
- Maintaining classroom displays.
- Health and Safety audits and advice to staff.
- Organise sales to students
- Portable Appliance Testing of all electrical equipment in designated areas.
- Assisting teachers to support teaching and learning in the classroom including working with small groups of students.
- Comply with the academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns.
- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures.
- Comply with the Trust policies and procedures at all times.
- Undertake any other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
- To be an academy First Aider.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.