



KESGRAVE HIGH SCHOOL

JOB DESCRIPTION

DESIGN AND TECHNOLOGY TECHNICIAN

Grade of post	Grade 4, point 13 to 17
Salary	£27,803.00-£31,364.00 (gross) £24,148.13-£27,241.01 per annum (pro-rata) (42 weeks)
Contract terms	35 hours per week, 39-42 weeks per year (39 weeks - term time, 1 week - machine/technology equipment maintenance, 2 weeks - contribution to the work of the site team extra three weeks to be agreed with line manager)
Location	Kesgrave High School
Line Manager	Head of Technology
Deadline for applications	9.30am Friday 2 February 2024

General Information

The Technology department consists of 11 teaching rooms, open areas, Technician room, storage cupboards and offices. The Food department have their own Technician. The purpose of the job will be:

- To provide practical support to the teaching and learning of Technology (which includes Design & Technology, Electronics, Graphics, Textiles and Engineering)
- Prepare materials and resources for lessons in the above subjects
- Assist in the classroom, supporting the teacher and pupils with operating tools and machinery
- Ensuring the environment adheres to Health & Safety regulations and procedures
- Maintenance of all rooms and areas in the Technology block

Duties

To provide support to the teaching team by preparing materials, equipment, tools, machinery and the classrooms for lessons.

To regularly clean and undertake basic maintenance routines on equipment, tools and machinery used in classrooms/workshops (except the Food rooms).

To be able to provide support in lessons by learning how to operate key equipment such as laser cutters, lathes and 3D printers etc.

To provide support as required to teachers and pupils during lessons in the use of equipment, tools, machinery and the completion of practical work.

To arrange annual servicing and repairs to machines (except in the Food rooms).

To ensure that all stock is stored in an organised manner, correctly and safely.

To undertake stocktaking, replenishment and ordering of materials as required by Technology staff.

To maintain a standard of Health and Safety procedures in the department including COSHH and risk assessments. Reporting any concerns as required.

To ensure that the all Technology classrooms (except the Food classrooms), storage areas, open areas etc. are kept in an organised way and are free from hazards.

To undertake basic maintenance tasks in all areas of the Technology block.

To report any maintenance issues which need to be dealt with to the Site Team.

To be a trained First Aider and administer first aid to pupils as required (training will be given).

To provide whole school support as necessary with performance scenery and putting up and taking down exhibition boards for Art, Textiles and Graphics.

To support the work of the site caretaking team, with maintenance and improvements, especially during the school holidays.

If you have any further questions regarding the post, please contact Mrs C Purnell, Head of Design and Technology, at the school on 01473 624855 or hr@kesgrave.suffolk.sch.uk

Person Specification

Key criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Basic numeracy and literacy skills • Basic IT skills • Experience of working within a Design and Technology, product design, engineering or workshop role 	<ul style="list-style-type: none"> • Health and safety related qualifications • Experience with a specified trade
Knowledge and understanding	<ul style="list-style-type: none"> • Understanding of safety within the classroom • Knowledge of Health and Safety processes • Knowledge of the tools and equipment used in Technology subjects 	<ul style="list-style-type: none"> • Understanding of Safeguarding issues (training will be given on this)
Skills and abilities	<ul style="list-style-type: none"> • Work effectively as a team • Be able to follow written and/or verbal instructions • Competent use of tools and machinery found in Design and Technology classrooms. • Practical skills e.g. basic maintenance for classrooms, equipment, tools and machinery. • Able to complete with accuracy log books, records e.g. health and safety checks • Ability to manage own time effectively and demonstrate initiative including establishing priorities • Ability to adhere to the school's policies and procedures including Health and Safety. 	<ul style="list-style-type: none"> • Willing to undertake any additional training as required. • Think clearly in emergency situations
Personal qualities	<ul style="list-style-type: none"> • A positive personality • Ability to deal calmly with situations as they arise • Good working relationships with staff and students • Enjoyment in working with young people. • Excellent record of attendance and punctuality. • Ability to work effectively and independently. • A clear understanding of confidentiality. • Willingness to be flexible 	