

## **JOB DESCRIPTION**

**JOB TITLE:** Technician (Design and Technology)  
Resource Support Role A

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### **PURPOSE OF JOB**

To provide support to the staff and pupils within the Design and Technology Department.

### **PRINCIPAL ACCOUNTABILITIES**

- To prepare equipment/resources/materials for use within all areas of the department
- To monitor and arrange orderly and secure storage of materials and resources
- To ensure the maintenance of a clean and orderly working environment for both staff and students
- To undertake basic stocktaking as directed and to assist others with resource monitoring and purchasing
- To ensure the maintenance of everyday equipment, checking for quality and safety
- To undertake simple repairs to equipment if possible, and to report other damages to appropriate staff in the department
- To support pupils in accessing learning activities as directed by the teacher
- To assist the teacher with learning activities, ensuring pupils adhere to health and safety regulations and instructions
- To assist with the supervision of pupils out of lesson times, for example: during extra curricular activities and clubs



- To provide clerical and administration support to the department, such as photocopying, display work and the collection and recordings of monies if required
  
- To attend meetings as required

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description, but please note that the School reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

## PERSON SPECIFICATION

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Resource Support Role A

<b>CRITERIA</b>	<b>ESSENTIAL CRITERIA</b>
<b>Qualifications and Knowledge</b>	<ul style="list-style-type: none"> <li>• Appropriate Health and Safety certificates in relation to machine and hand held tools (These may be acquired once in post if candidate is suitably experienced)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Sound understanding of workshop skills using a wide range of materials and equipment</li> <li>• Working with CAD/CAM</li> <li>• Working with children / young people in an educational environment</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Adequate numeracy / literacy skills</li> <li>• Ability and desire to acquire new skills and knowledge</li> <li>• Ability to work both independently as well as part of a team</li> <li>• Confidence to work using own initiative</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy</li> </ul>