

Job Title:	Design & Technology Technician
Multi Academy Trust	Ted Wragg Multi Academy Trust
Location:	St James School, Summer Lane, Exeter
Responsible To:	Deputy Headteacher & Subject Leads for DT & Food
Salary Grade:	Grade D

Key Purpose of Job

1. To provide comprehensive support to the Design & Technology Department with a focus on Health & Safety, the preparation and set down of lessons and managing the resources and equipment of both areas.

Anticipated Outcomes of Post

1. An efficient, reliable and thorough support service to the D&T department that supports the provision of Teaching & Learning across key stage 3.
2. Efficient, reliable and thorough support service to the D&T department in the delivery of KS4 Food Nutrition GCSE, Engineering Btec and Design & technology GCSE
3. Outstanding Health & Safety practice in the department.

List Key Duties and accountabilities of the post

1. Ensure all ingredients and/or materials are prepared in advance of lessons.
2. Ensure all DS students have ingredients and/or materials ordered and prepared for them to ensure they can fully access the curriculum.
3. Ensure the Food Technology rooms are cleaned and well maintained - cleaning, washing and tidying equipment away.
4. Manage the stock in the Food Technology room and place and monitor orders where needed.
5. Ensure the D&T classrooms are well stocked and that the equipment is in good working order (advising the Subject Lead if there are any issues).
6. Prepare resources for all D&T lessons in a timely manner.
7. Ensure the D&T preparation rooms and storage rooms are kept clean and tidy.
8. Update and maintain Health & Safety folders.
9. All other tasks as detailed in Appendix A.

Supervision / Line Management Responsibilities of the post

1. There are no line management responsibilities for this post.

Working Environment & Conditions of the post

1. Classroom and workshop environment

Other Duties

- a. To undertake additional duties as required, commensurate with the level of the job.
- b. To participate in induction training, staff review processes and professional development opportunities
- c. All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- d. The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- e. The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- f. The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- g. The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
- h. This post is based at St James School, Summer Lane, Exeter, EX4 8NN but the post holder may be required to move their base to any other location within the Trust upon request
- i. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post

Appendix A

	Food Technology	Design Technology
Daily	<p>Complete and record daily Health & Safety checks in the Health & Safety folder.</p> <p>Check equipment and stored in correct place.</p> <p>Any equipment not put away /dirty / still wet to be cleaned and stored in the correct place.</p> <p>Ensure ingredients are weighed out prior to demo lessons.</p> <p>DS students' ingredients are weighed out and wrapped in time for the lesson (teacher to provide daily/ weekly list to).</p> <p>Ensure all consumables are in stock and cut to size if necessary.</p> <p>Ensure the room is appropriately stocked and set up for next practical.</p> <p>Support students in practical lessons.</p> <p>If requested, photograph and evidence practical work for teachers.</p> <p>Fill and empty dishwasher.</p>	<p>Check equipment is stored in correct place.</p> <p>Check equipment is organised and maintained.</p> <p>Materials are ordered and prepared for lessons in advance.</p> <p>Personal Protection Equipment (PPE) is checked daily (aprons and goggles).</p> <p>Monitor DT workshop / rooms.</p> <p>Machines are checked (guards in place) and cleaned if required.</p> <p>Tidy Technicians room and workshop.</p> <p>Store room to be kept tidy.</p> <p>Support students with practical work but leave behaviour management to teacher, unless asked for assistance.</p>
Weekly	<p>Check with teacher what ingredients DS students need for the coming week and ensure they are in-stock and then prepared.</p> <p>Ensure all stocks are checked and re-ordered and re-filled as requested.</p> <p>Empty fridges and containers of any food left behind on Fridays and leave clean containers in container box.</p> <p>Clean hobs.</p>	<p>Clean areas in DT rooms and work benches.</p> <p>Tool cupboards organised and tidied.</p> <p>Materials and projects are organised and tidy in department.</p> <p>Equipment is tested in line with Health and Safety and maintained. This must also be recorded in department H&S folder.</p>
Half termly	<p>Complete an equipment audit to ensure all equipment is in place and replace missing.</p> <p>Clean ovens.</p> <p>Remove all equipment from cupboards and areas of storage and clean anything that is dirty.</p>	<p>Machines are cleaned and waste material removed in line with Health and Safety guidance.</p>

Person Specification

	Essential / Desirable	Evidence
Qualifications: Willing to undertake appropriate training Education to a minimum of GCSE (or equivalent) standard Related A levels/Level 3 qualification.	E E D	A,I
Experience: Experience in working in a school environment Good IT Skills	D E	A,I
Organisation: Able to work quickly with a high degree of accuracy Excellent time management skills Ability to work under pressure and meet targets and deadlines Ability to work in a busy environment on tasks that require high levels of concentration. Ability to forward plan and anticipate resourcing needs.	E	I, R
Personal Qualities: Ability to adapt to change Self-motivated, enthusiastic and able to use own initiative Flexible in thinking Good sense of humour	E	A, I, R
General: An ability to establish good working relationships A commitment to equal opportunities and the ethos of the school Committed to safeguarding children Good attendance and punctuality	E	A, I, R

Key to Evidence:

- A – Application Form & Letter
- C - Certificates
- I – Interview
- R - References