

JOB DESCRIPTION

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| Post title: | Design Technology Technician |
| Academy: | Sedgefield Community College |
| Reporting to: | Headteacher |
| Salary/Pay range: | FTE £24,404 - £25,183 Actual £21,024 - £21,696 |
| Hours of work: | 37 Hours per week (Term Time only) |

Purpose of Job

To provide technical support to the Design Technology department, ensuring the effective operation of workshops, equipment, and resources. The technician will support teaching staff and students in the preparation and execution of practical lessons, maintaining a safe and productive working environment.

Main Duties and Responsibilities

- To provide support across all areas of Design Technology and other areas of school as directed.
- Maintain hygiene and health and safety standards in all areas with appropriate training provided.
- Prepare lesson materials (practical resources, photocopying, etc) for teaching staff.
- Assist teaching staff during practical lessons as and when required. In rare instances, to cover lessons within the Design Technology faculty.
- Ensure that practical areas are clean and tidy after lessons throughout the faculty.
- Ensure the security of all hazardous materials and substances when not in use by a teacher (including storage).
- Advise staff as to the safe use of hazardous substances as specified by manufacturer and COSHH.
- Comply with all COSHH requirements when handling hazardous materials.
- Carry out routine safety checks on all machinery and log safety concerns immediately with College Business Manager. Maintain records of such checks.
- Ensure all tools and equipment are maintained in a safe condition within the faculty.
- Maintain stocks of utensils and equipment within the faculty.
- Maintain and record stocks of materials (inc. food) and replenishing stocks.
- Carry out minor repairs within the faculty where possible and arrange repairs to equipment where necessary.
- Carry out general tasks on a daily basis which are required to ensure the smooth running of the subjects and to support the teaching staff as required.
- Responsible for promoting and safeguarding the welfare of children and young people.
- To undertake other duties and responsibilities as required commensurate with the grade of the post.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes as appropriate to the role.
- Be aware of, and comply with, all Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Performance Management process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of The Laidlaw Schools Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above-mentioned duties are neither exclusive nor exhaustive, the post holder may be required to carry out other duties as required by the Trust.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2024 where required