



Job Description

Job Title	Design and Technology Technician		
School	Seven Kings School	Salary Range	LBR5 (£24,671)
Contract	Term Time plus 2 weeks (36 hours)	Reporting to	Learning Leader for Design and Technology
Purpose of Job			
<ul style="list-style-type: none">To provide support and assistance for DT teachers and students through preparation, delivery and development of practical activities to help promote and deliver effective DT education for students.			
Objectives			
<ul style="list-style-type: none">Make an effective contribution to the organisation of the DT department.Demonstrate excellent interpersonal and communication skills.Regularly review own practice, setting personal targets, and taking responsibility for own personal development.Contribute to the development of the vision for the Department by promoting and contributing to the ethos of Seven Kings School, promoting and supporting all school policies.			
Key Tasks and Responsibilities			
<ul style="list-style-type: none">To organise and manage the supply of materials and equipment for KS 2, 3, 4 & 5. Take responsibility for making kits for projects, covering all resistant material, graphic, and electronic projects.To manage and organise an ordering system for both pupils and teachers to access.To source component materials for department use at competitive prices as well as supply and cut material to order for individual projects.Provide support, when available, during lessons to work with students completing practical activities.To take responsibility for H&S risk assessment checks ensuring that the equipment provided for lessons works effectively and is well maintained. Ensuring that equipment is suitably arranged in the workshop so that it is easily accessible to all students. To support and advise pupils and staff in the appropriate use of DT resources.Removing equipment after a lesson and returning it to its proper storage place. Maintaining, and repairing where feasible, any practical equipment.Operate within the school and local Authority's Health and Safety framework.Ensuring that suitable signage is on display in the workshop indicating how equipment should be used in line with H&S requirements.To provide support to other departments and technicians across the school when needed			
Maintenance of equipment / materials / environment			
<ul style="list-style-type: none">Monitoring the workshops and preparation rooms to ensure that surfaces and storage areas are well maintained and clean.Ensuring that any broken equipment is replaced/repaired and that stock required urgently is purchased.Providing assistance to teachers by preparing and displaying work around the department.Reporting leaks and damage to the Learning Leader and the caretaker as appropriate.			
General			
<ul style="list-style-type: none">Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care.			

- To support the policies and aims of Seven Kings School.
- Be responsible for personal health and safety as well as that of colleagues and students.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The job description does not form part of the post holder's contract of employment.