COPLESTON HIGH SCHOOL

**JOB DESCRIPTION**

**POST: DT Technician**

**POST HOLDER:**

**JOB FAMILY: GENERAL TECHNICIAN**

**SALARY: SCP 2**

**LINE MANAGER: HEAD OF DESIGN**

**JOB PURPOSE: To support the department by offering technical support.**

**LEVEL DESCRIPTION:**

Knowledge of equipment, resources and related procedures.

Solves straightforward problems.

Exchanges information with students, teachers and other technicians.

Uses hand/eye co-ordination and dexterity in the preparation of materials or use of

equipment.

Works within recognised procedures, but making minor decisions involving the use of

initiative. Problems are referred to a line manager. Little close supervision is necessary

beyond that provided by working arrangements and methods.

Responsible for careful use of equipment.

May handle/process cheques or cash and keep basic financial records.

**DUTIES AND RESPONSIBILITIES:-**

Under the direction of the Head of Department, the Technician will be responsible for:

* Preparation of materials for students’ use and ensuring appropriate tools, materials and equipment are available to teachers’ specification.
* To liaise with the Facilities Manager so that the site team can receive large deliveries.
* Undertaking regular maintenance and repairs to equipment, machinery and tools, reporting repairs through an established system.
* In conjunction with all Technology staff, to ensure safe working practices in all workshops and to identify health and safety aspects which require attention, reporting these to the Head of Department.
* The effective management of resources and to assist staff in establishing a resource base in each workshop that will allow for student identification and selection of appropriate materials.
* To complete priority work as directed by the Head of Department.
* To take responsibility for security and equipment organization of resources in the workshop bases and prep room.
* Responsibility for the Construction Preparation room which involves organisation of stock, development of systems to support staff and students and advising the department as to the most efficient and effective deployment of resources within the department and general good order.
* Responsibility for supplies and stock of the department, working alongside CDT Head of Department to maintain materials stock and re-order as necessary, order deliveries and refer any queries to the Head of Department.
* Minor repair and maintenance tasks including those in the Food and Textiles Department.
* Provide basic advice and practical support to students and ensure compliance with safe working practices.
* Attend lessons as required to assist students with practical work and displays.
* Undertake reprographic photocopying and printing as required.
* Plan day to day, meeting deadlines, e.g. ensuring equipment / apparatus is set up for start of lessons.
* Handle materials and supplies in line with safe working procedures.
* Work in line with H&S guidance and risk assessment.
* Handle money and keep a record of all transactions.
* Work under the direction of the Facilities Manager when settling and dismantling equipment.
* Organization of the prep room including stock, development of systems to support staff and general good order.
* Work within the ethos of the school at all times.
* To liaise with safeguarding officers in accordance with school policy if and when appropriate.
* To ensure Pastoral Teams are kept informed any underlying emotional or social factors affecting students’ progress.

**NB:**

This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature/level undertaken within the school are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes; appropriate training may be given to enable the post-holder to undertake this new/varied work.

# PERSON SPECIFICATION

| **Criteria** | **Essential to basic performance of job** | **Required for fully competent performance of job** |
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| **Knowledge:** |
| Technical or specialist | * Practical knowledge required for setting up and use of equipment.
 | * Understanding of health & safety issues relating to work areas and equipment.
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| Literacy and numeracy | * Able to read and follow policies and procedures.
 | * Able to maintain basic records e.g. stock levels
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| Organisational |  | * Knowledge of the school’s health & safety procedures specific to work environment.
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| Knowledge & use of equipment | * Knowledge of relevant equipment related to DT
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| **Mental Skills:** |
| Research |  | * Able to undertake basic research, e.g. identify cost of a new piece of equipment and report back to supervisor
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| Problem solving | * Able to diagnose and carry out straightforward repairs to equipment, recognising when to refer to manager for further repair or replacement.
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| Thinking creatively / Developing new ideas | * Able to assist in producing displays of pupils’ work.
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|  | * Able to assist in the construction of equipment to aid pupils’ learning.
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| **Criteria** | **Essential to basic performance of job** | **Required for fully competent performance of job** |
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| Planning ahead | * Day to day planning – ensure deadlines are met, e.g. ensuring equipment / apparatus is set up for start of lessons.
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| **Interpersonal & Communications Skills:** |
| Training and / or presentation skills | * May be required to assist with induction of new colleagues.
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| Advising / guiding skills | * May be required to offer support to pupils, under the direction of the teacher.
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| Verbal and written communications skills (including use of languages) | * Able to communicate mostly straightforward information to pupils, colleagues and other staff.
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|  | * Able to maintain accurate records.
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|  | * Able to contribute to team meetings.
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| **Physical skills:** |
| Keyboard skills / use of mouse | * Able to use keyboard and mouse as necessary.
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| Other manual skills | * Able to set up appropriate equipment to support lesson
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| **Other attributes:** |
| Level of autonomy | * Duties carried out, mostly, under direct supervision.
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