



# St Francis of Assisi Catholic College

Nil Satis Optimum

- Only the best is good enough -

## Design Technology Technician

### JOB DESCRIPTION

**HOURS:** 37 Hours per week, term time only

**RESPONSIBLE TO:** Head of DT Department

### PURPOSE OF JOB

- Under the direction and instruction of the Head of Design Technology, co-ordinate and provide general technical support to the DT & Art department and ensure the department meets its Health and Safety obligations.

### SUPPORT TO THE CLASSROOM

- Provision of support services to the teaching staff in organising requirements for their work.
- Preparation of materials to exact specification from stock as directed.
- Maintain, set up and monitor the safe use of hand tools and machinery across all areas of the department.
- Assistant to teaching staff with practical demonstrations in lessons.
- Oversight of specialised teaching areas, stores and/or preparation rooms and arrangement for maintenance and repair services to equipment and working surfaces.
- Assisting in the maintenance of safety standards in the department.
- Oversee the preparation and dissemination of knowledge booklets as part of the Design Technology carousel and Art curriculum.

### SUPPORT TO ICT WITHIN D&T

- Maintenance of equipment, check for quality safety, undertake repairs/modifications within own capabilities.
- Liaise with external specialists where maintenance and repairs cannot be carried out in school.
- Trouble shoot software and hardware issues in the use of CAD/CAM and CNC as well as seek to enable new technologies and improvement of current systems.

### ADMINISTRATION:

- Maintenance of stock and breakage records, catalogues and user manuals.
- Procuring, ordering, receiving and accounting for new stock and equipment.

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**HEALTH, SAFETY AND SECURITY:**

- Sharpening of wood planes, chisels etc.
- Routine maintenance and checks for hand and machine tools and other equipment, including assessment for wear and tear across all areas of Design Technology & Art.
- Work with Health & Safety Representative/Operations Manager in completing Fire Safety Risk Assessments for the DT Department.
- Work with Health & Safety Representative in co-ordinating Health & Safety Self Evaluation of DT Department.
- Work with the Health and Safety Representative in drawing up Risk Assessments for the DT Department.

**SUPPORT TO SCHOOL**

- Support the Catholic ethos of the school.
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the school day.

**Please note that this is illustrative of the general nature of the role. It is not a comprehensive list of all admin tasks that you may carry out.**

**Person Specification**

The successful candidate will have all or most of the following:

- Willingness to support our Catholic ethos
- Experience in a related discipline.
- A confident communicator who enjoys dealing with staff and students.
- Excellent Keyboard/IT skills
- Good numeracy and literacy skills
- Good standard of practical knowledge
- Good understanding and ability to use relevant equipment/technology.
- Ability to work constructively as part of a team.
- Ability to relate well to children and to adults.
- Good organising, planning and prioritising skills.
- Methodical with a good attention to detail.
- Ability to relate well to students and adults

- Open, honest and an active listener.
- Takes responsibility and accountability.
- Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
- Is adaptable to change/embraces and welcomes change.
- Acts with pace and urgency being energetic, enthusiastic and decisive.
- Communicates effectively.