

ICT and Technical Family

Job Description

Job Description		
Role Title	Typically reports to	
Design & Technology Technician	Headteacher or designated member of staff	
JE Code	Grade	Date of profile
D170	2	06/04/2017
Purpose of the role (job statement)		
<ul style="list-style-type: none"> Under the direction/instruction of department staff: provide general support to staff and pupils including preparation and routine maintenance of materials and machinery. 		
Main Duties:-		
<ul style="list-style-type: none"> support pupils in accessing learning activities, as directed by the teacher ensure the maintenance of a clean and orderly working environment timely and accurate preparation of routine equipment/resources/materials, as set out in instructions undertake basic record keeping and machine maintenance logs assist the teacher with learning activities ensuring health and safety and good behaviour of pupils provide clerical/administrative support e.g. photocopying, printing, display, collection and recording of money etc monitor and arrange orderly and secure storage of supplies maintenance of every day equipment: check for quality/safety undertake simple repairs and report other damages operation of every day equipment in accordance with instructions be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop contribute to the overall ethos/work/aims of the school appreciate and support the role of other professionals attend relevant meetings, as required participate in training and other learning activities and performance development, as required assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities 		
Responsibilities:-		
<ul style="list-style-type: none"> maintain woodworking, metal working and CAD/CAM machinery and equipment ensuring a well organised and well equipped working environment correct materials storage 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 and support difference 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. 		

ICT and Technical Family

Person Specification – ICT and Technical L1 D170			
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	<ul style="list-style-type: none"> Ability to operate and maintain relevant technology e. g. workshop machinery such as CNC and CAM machines, circular saw, band saw, lathes, computer, photocopier etc. Participate in development and training opportunities Ability to relate well to children and adults Basic first aid knowledge, as appropriate 	E E E E	A A A A
Qualifications and Training	<ul style="list-style-type: none"> Current NVQ level 1 or equivalent in English and Maths or experience in relevant discipline/job role Comply with Health and Safety Legislation 	E E	A I A I
Experience	<ul style="list-style-type: none"> Experience of operating woodworking/metal working machinery Ordering materials/supplies 	D	A I
Disposition	<ul style="list-style-type: none"> Reliable and well organised Friendly and helpful attitude towards others The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body To uphold the school's policy in respect of child protection matters This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder All staff members participate in the school's performance management /appraisal scheme. 	E E E E E E	A I A I A I A I A I A I
Conditions of Service			
National Joint Council			

Signature of post holder _____ **Date** / /

Signature of headteacher _____ **Date** / /

ICT and Technical Family

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.