



*Our Motto is "The Pursuit of Excellence"*

## Design Technology & Engineering Technician Job Description

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>Job Purpose:</b>	To provide technician support to teaching staff and students for all work at the Trust.
<b>Job Title:</b>	Design Technology and Engineering Technician
<b>Location:</b>	Wootton Upper School and Kimberley College
<b>Hours:</b>	35 hours per week - term time (including 5 training days) with the flexibility to work during the Trust holidays and during evening events as required.  Working: 08:00 - 15:30 Monday - Friday [unpaid half-hour lunch break]

**Directly Reporting to:** Director of Design Technology/ Head of Mathematics and Engineering

<b>Principal Accountabilities/ Responsibilities</b>	<p>To ensure DT and Engineering workshops and the equipment in them are safe environments for pupils to learn in and staff to work;</p> <p>To provide support to teachers through the preparation of resources and materials required in DT and Engineering lessons.</p> <p>To provides support to pupils in practical activities.</p> <p><b><u>Duties and Responsibilities will include:</u></b></p> <p><b>Maintenance Duties</b></p> <ul style="list-style-type: none"> <li>- Daily inspections and monitoring of workshop machinery, renewing or replacing parts as necessary e.g. replacing blades, finishing belts, setting up centre lathes for practical lessons.</li> <li>- Inspecting hand tools used by pupils to ensure they are fit for purpose, including sharpening blades (hand planes, chisels), replacing blades and setting up hand tools for lessons.</li> <li>- Monitoring the use of consumables, including health and safety consumables [e.g. hand sanitizer, cleansing wipes, towels etc.] in the department</li> <li>- Maintain the general working environment of the workshops including repair or installation of tool racks and cupboards, work benches, storage spaces, display areas and the daily running of the workshops to ensure pupils are safe during practical lessons.</li> <li>- Renewing and replacing shelving, manufacturing various tool racks, organising storage spaces for tools and pupils work, painting.</li> <li>- Keep all store/prep rooms/classrooms in a clean and tidy condition.</li> </ul> <p><b>Learning and Teaching support</b></p>
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- Prepare a range of materials for pupils to use during practical lessons. This includes the cutting of sheet materials such as plywood and MDF, soft woods, sheet metals such as aluminium and copper.
- Allocate and collect hardware and sundries for pupils to use during practical lessons.
- Assist in practical lessons when required working alongside teachers supporting individual s and small groups of pupils in the designing and making of products.
- To utilise CAM machinery to support teachers in producing pupil work.
- Manage the secure storage of pupils' work ensuring storage spaces are kept locked.

#### **Ordering**

- Monitor the use of materials and consumables in the department including all sheet materials, soft woods, metals, plastics, hardware, sundries and other items.
- Manage the ordering of materials and consumables (above) and ensure this is arranged in a timely fashion to enhance the smooth running of the department.
- Take delivery of stores and materials, making arrangements for their secure and safe storage and undertaking general portorage duties.

#### **Other Duties**

- Attend meetings and CPD training as required, including Safeguarding and Child Protection, Health and Safety, GDPR and training relevant to the role.
- Provide first aid as required on a rota basis with other support staff [training will be given]
- Adhere to all Wootton Academy Trust policies and procedures
- To maintain confidentiality at all times in respect of school related matters.

#### **General**

To be responsible for promoting and safeguarding the welfare of children and for raising any concerns in line with Trust procedures. To complete all statutory training.

To consistently model the types of behaviour we are looking to encourage our pupils to develop.

To be responsible for promoting British values, including tolerance and for challenging any extremist views expressed by visitors, pupils or anybody else on the Wootton Academy Trust's sites and away from the sites on school trips and visits.

Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.

To be responsible for following health and safety requirements in line with Trust policy and procedures.

Undertake further training as required for your areas of responsibility.

Undertake any other duties of a similar level and responsibility as may be required



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<b>Design Technology &amp; Engineering Technician Person Specification</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications</b>	<p>Level 3 Design Technology <i>or</i> Engineering <i>or</i> related subject</p> <p>Level 2 in English and Maths.</p> <p>First aid qualification or the willingness to gain one.</p>	<p>Level 3+ qualification in Design Technology or Engineering or related subject.</p>
<b>Experience</b>	<p>Relevant experience of working within a workshop or similar environment including diagnosing and solving problems with equipment/tools.</p>	<p>Experience of working in an education establishment.</p>
<b>Knowledge &amp; Skills</b>	<p>Ability to build and form good working relationships with colleagues and learners.</p> <p>Methodical, well organised and able to work using own initiative with the ability to prioritise.</p> <p>Ability to work effectively as a member of a team and also independently.</p> <p>Ability to absorb and understand a range of information in particular manuals and working practices of resistant materials.</p> <p>Working knowledge of maintain and repairing workshop tools and equipment.</p> <p>Working knowledge of relevant policies, procedures, regulations/legislation such as health and safety, COSHH etc.</p>	<p>Working knowledge of national requirements for curriculum delivery of design technology subjects.</p> <p>Working knowledge of behaviour management strategies.</p> <p>Ability to complete risk assessments.</p>
<b>Personal competencies and qualities</b>	<p>Good written and verbal communication skills</p> <p>Enthusiastic and self-motivated</p> <p>Diplomatic, confidential and professional</p> <p>Willingness to be flexible to meet the needs of Wootton Academy Trust</p> <p>Commitment to personal development.</p>	