

# ST MARGARET'S

SCHOOL

## DT Technician

**Full-time, term time. Required September 2022**

**Salary £19,000 – £21,000 per annum**

We are seeking to appoint a well-organised, flexible and hardworking Design Technology Technician to provide effective support to teaching staff by ensuring materials are prepared, and workshop areas are safe and ready for use in lessons.

You will be self-motivated, have experience of using a wide range of tools, machinery and equipment and be aware of Health and Safety requirements. Experience of working in an educational setting would be an advantage but is not essential.

**Closing date for applications: Tuesday 21 June @ 12pm**

For further information and to apply for this vacancy, please visit our website: <https://www.stmargarets-school.org.uk/work-with-us>

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made.

St Margaret's school is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

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### **JOB DESCRIPTION FOR A FULL TIME DT TECHNICIAN**

#### **Purpose**

To provide efficient and effective support to the teaching staff of the Technology Workshops by preparing materials ready for lessons and setting up power machinery, including our laser cutter, and practical workshops for lessons to providing students with a relevant and effective Design & Technology experience. To keep the workshop areas in a tidy safe condition and ready for use in accordance with the required standards.

#### **Duties and Responsibilities**

##### **Lesson Preparation and support**

- To prepare materials (metal, wood trades and other associated resistant materials) for classes of students using necessary power machinery, as requested by Technology teachers
- Setting up equipment and machinery for lessons as required
- To be able to read project details as supplied by the Technology Teachers and prepare materials to undertake the construction and as necessary produce a prototype.
- Be able to determine any technical difficulties with projects and give advice to the teachers
- To provide technical support to Technology teaching staff
- To manufacture teaching aids to support the teaching and learning
- To work alongside teachers in supporting the designing and making of products in lessons
- To work with individuals/small groups, as required by the teaching staff.
- To obtain quotations and order materials as instructed by Technology Teachers
- To assist with academic photocopying
- To perform additional duties as may reasonably be assigned to a technician
- Maintain stock levels of materials using record keeping using excel/ word processing

##### **Safety and maintenance of workshops**

- To ensure a high standard of safety and cleanliness in all learning areas within the workshops and associate technology areas
- To ensure the technician's workshop area is kept secure, clean, tidy and free from all hazards.
- To keep sinks/ benches clean; keep stock areas and resource/equipment /tool cupboards clean, tidy and in good order
- To ensure all tooling is returned at the end of the lessons.
- To control and store safely all chemicals, flammables, used in the workshop areas and ensuring that current Health & Safety, COSHH regulations are adhered to.
- To ensure each teaching area is locked and secure when not in use, and all power is turned off where appropriate, (machinery and supply to workshops).
- To carry out daily visual checks of all machinery/appliances, before being used by students.
- Maintain and replace blades, sanding disk etc and make adjustments of power machines (ie band saws, lathes, circular saw, grinders, sanders etc).
- Maintenance and sharpening of all hand tools.

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- Maintain equipment, machinery to recognised standards and communicate faults/concerns to the Estates and Operations Manager for the problem to be solved.
- Establish daily, weekly and termly routines for the safe use of workshops and machinery, including cleaning LEV equipment, oiling bearings etc
- To complete any appropriate records or documentation as required by the Estates and Operations Manager to comply with necessary statutory requirements.
- Attend all health and safety training courses as determined by the management of the school and undertake any training, which will enhance duties
- To be aware of First Aid procedures and administer when necessary.
- Promote safeguarding of children and follow the schools safeguarding policy
- Liaise with external contractors regarding the repair of equipment and book training if required for new machine/software.

### **Other Duties:**

- To assist staff in the production and updating of displays within Technology area
- To assist in the organisation and preparation of displays for open evenings and other school events within the Technology areas.
- Working collaboratively and co-operatively with all other colleagues.

### **Desirable:**

- To ensure that food technology rooms and storage areas are kept clean and hygienic in accordance with health and safety requirements.
- To prepare ingredients for classes of students, as requested by Technology teachers
- Maintain stock levels of food and consumables using record keeping using excel/ word processing

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## DT Technician - Person Specification

QUALIFICATIONS / EXPERIENCE / TRAINING	ESSENTIAL	DESIRABLE
GCSE grade C (or equivalent) in Maths and English	√	
Relevant degree or equivalent level qualification		√
Specialist skills in product design		√
Successful experience of working with young people	√	
Previous experience of working as a DT Technician in a School		√
Current First Aid certificate		√
Previous experience of working as a Technician in a school		√
<b>KNOWLEDGE /SKILLS</b>		
A good working knowledge of a range of specialist areas within Design Technology	√	
A good knowledge of health and safety requirements	√	
ICT literate	√	
Ability to use initiative	√	
Ability to work independently	√	
Ability to work to specific instructions	√	
Excellent interpersonal skills	√	
Ability to write clearly and accurately	√	
Excellent organisational, administrative and time management skills	√	
<b>PERSONAL QUALITIES</b>		
Ability to establish and maintain good working relationships and to relate to people of all ages	√	
A flexible, proactive approach	√	
A team player	√	
Enthusiastic and energetic with a passion for Design Technology	√	
A professional manner and attitude	√	
Trustworthy, responsible, reliable and punctual	√	
<b>COMMITMENT TO</b>		
Own continuous professional development	√	
The School's ethos	√	
High quality care and education	√	