

## ELLESMERE PORT CATHOLIC HIGH SCHOOL - JOB DESCRIPTION

### IMPORTANT

#### THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Disclosure and Barring Service Check. The level of check required for this job is Enhanced Disclosure.

<b>JOB TITLE</b>	<b>Design and Technology Technician (Secondary School)</b>	<b>JOB REF NO</b>	<b>AAAE5068</b>
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**BASIC JOB PURPOSE** Provide a practical service to school teaching staff through the maintenance, preparation and provision of equipment and materials to enable pupils to undertake design and technology learning activities, projects and examination work.

<b>MAIN RESPONSIBILITIES</b>	
<b>1</b>	Safe usage, inspection, operation, cleaning and minor repairs maintenance of Design and Technology workshop equipment, associated tooling and hand tools. Replace serviceable items, construct and develop benching aids, jigs and fixtures and undertake planned maintenance programmes.
<b>2</b>	Prepare a range of materials and set up machinery and equipment, including special operations, for design and technology lessons, practical work, experiments, demonstrations, and project coursework as part of GCSE and A-level Design and Technology.
<b>3</b>	Set out and clear away materials and equipment, prepare audio/visual aids as required by school teaching staff, and assist in the production of resource materials and teaching aids such as worksheets, plans and drawings for classroom project work.
<b>4</b>	Provide practical support and guidance for school staff in the use of materials, workshop techniques, practices and processes and recommend solutions to technical problems encountered
<b>5</b>	Demonstrate and provide hands-on practical pupil instruction in correct usage and application of workshop machinery and tools and work with pupils on project work in a supporting role.
<b>6</b>	Ensure the security of equipment at the end of class activities, breaks etc including machine 'lock off' and power shutdown. Carry out formal risk assessment of Design and Technology machinery and electrical equipment and ensure that all Health and Safety Regulations are met.
<b>7</b>	Liaise with contractors, suppliers and Councilstaff, check and sign off contractors' completion of rectification, refurbishment and maintenance work.
<b>8</b>	Control stocks of materials and equipment, maintain an inventory and provide guidance and recommendation for the identification, specification and purchase of school design and technology materials and equipment.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	