The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

**Job details**

<table>
<thead>
<tr>
<th>Job title</th>
<th>Senior Design and Technology Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directorate</td>
<td>[School name - amend as appropriate]</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Head of Design Technology / Assistant Headteacher</td>
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<tr>
<td>Grade</td>
<td>SO2</td>
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</tbody>
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**Job description**

**Purpose of the post:**
- To co-ordinate the provision of technical support to teaching staff in the Design Technology department.

**Main duties and responsibilities:**
- Carry out first line servicing of machines and equipment in woodwork and metalwork rooms and ensure safety and reliability. This will include cleaning, oiling, sharpening, removing dust and minor repairs.
- Clean and sharpen hand tools and maintain the good order and organisation of the workshop and its storage facilities.
- Prepare materials and equipment for lessons and projects, including preparation of demonstration materials and resources and the stocking of classrooms with consumable items.
- Order resources, receive incoming goods, check delivery notes, store materials and confirm invoices. Maintain an inventory system for items with a replacement value of £50 or more.
- Undertake general workshop maintenance and DIY tasks, including the use of workshop machinery where required (soldering, bandsaw, thicknesser, circular saw etc).
- Supervise the Design and Technology Technician including the allocation of work.
- Provide in-class support to students, as requested by the teacher-in-charge. Prepare display materials and equipment for parents’ evenings; remove and display items of work around the school, as and when requested.
- Control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health & Safety, COSHH and ESCC regulations are adhered to. Maintain all necessary safety signs adjacent to machinery and maintain a record of all equipment checks.
- Keep sinks and work tops clean, maintain aprons in a serviceable condition, keep stock rooms and tool rooms clean and tidy and in good order.
• Manufacture storage equipment as and when requested.
• Be responsible for the maintenance and deployment of all A/V equipment within the department.
• Undertake other design technology tasks as requested by staff.
• Observe workshop health and safety procedures.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

<table>
<thead>
<tr>
<th>General requirements:</th>
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<tbody>
<tr>
<td>• Take part in the school’s performance management system.</td>
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<td>• Attend governing body meetings on a regular basis.</td>
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<tr>
<td>• Enhanced CRB Check.</td>
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<tr>
<td>• Strong commitment to furthering equalities in both service delivery and employment practice.</td>
</tr>
<tr>
<td>• You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.</td>
</tr>
</tbody>
</table>
## Person Specification

[To add extra rows, right-click in the last row and select Insert > Insert Rows Below…]  

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
</table>

### Qualifications

1. Possession of appropriate certificates for wood-turning, centre lathe, mill, pillar drill and bandsaw. ✓

### Experience

2. Experience of undertaking a range of design related tasks. ✓
3. Previous experience of working in a design technology environment. ✓

### Knowledge

4. Knowledge of Health & Safety legislation as it relates to the work of a school. ✓
5. Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals. ✓
6. Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools. ✓
7. Knowledge of a range of design techniques. ✓

### Skills

8. Ability to maintain a range of tools and equipment. ✓
9. Ability to prepare equipment and materials for lessons, as requested by the teaching staff. ✓
10. Ability to work in an organised and methodical manner. ✓
11. Ability to identify work priorities and manage own workload. ✓
12. Ability to establish positive relationships with pupils, including those with special educational needs. ✓
13. Ability to maintain accurate work records and maintain inventories. ✓
14. Ability to work effectively as part of a team. ✓
15. Ability to demonstrate commitment to Equal Opportunities. ✓
16. Willingness to participate in further training and developmental opportunities offered by the school to further knowledge. ✓