

## St Joseph's College Design Technology



<b>Job Title:</b>	Design Technology Technician
<b>Grade:</b>	LGS3 point 5 - 9 Part Time – 18.5 hours per week term time only FTE: £18,795 - £20,751
<b>Purpose of the Job:</b>	To support the teaching and learning of students studying Technology in practical activities within safety guidelines. To check, prepare and set up equipment, materials and machinery as required. To order and prepare resources and organise the store room
<b>Reports to:</b>	Subject Leader of Design and Technology
<b>Mains Areas of Responsibility:</b>	<ul style="list-style-type: none"> <li>• Preparing, setting up and checking equipment</li> <li>• Supporting teaching staff and students during the school day</li> <li>• To ensure all practical, assessment and examination requirements are prepared as required</li> <li>• To provide technical support where appropriate</li> <li>• To order, control and maintain resources, materials, tools and equipment</li> <li>• Administrative tasks</li> <li>• Implement health and safety practices</li> <li>• To assess risks and comply with COSHH regulations</li> <li>• To be responsible for safeguarding and promoting welfare of children</li> <li>• To perform other reasonable duties within scope of skills as directed by line manager</li> </ul>
<b>Knowledge, Experience and Training:</b>	<ul style="list-style-type: none"> <li>• Organisational skills</li> <li>• Experience of using and maintaining machinery and tools at a professional level</li> <li>• Knowledge of health and safety guidelines</li> <li>• Evidence through DBS check and recruitment process of suitability for working with children</li> <li>• Experience of working in an educational establishment is desirable</li> </ul>
<b>Working Environment:</b>	The Product Design 'preparation room', along with workshop and classrooms
<b>Additional Information:</b>	The post holder will need to work effectively in a team whilst also being a self-starter and having high levels of individual motivation.