

**CRAMLINGTON LEARNING VILLAGE
JOB DESCRIPTION**

Post Title: Design and Technology Technician			Office Use
Grade: Band 3		Service/Workplace: Cramlington Learning Village Secondary School	JE ref: S141
Responsible to: Head of Design and Technology/Business Manager		Date: 2018 Manager Lever:	
Job Purpose: To support the learning activities of the overarching Technology Department which includes Technology, Food Technology, Art and Construction. To have an understanding of KS3, GCSE and ‘A’ Level specifications and to prepare materials, processes and resources for the many courses on offer. Advanced skills in making are a prerequisite as a substantial amount of time is spent supporting teaching staff in practical ‘A’ Level lessons.			
Resources	Staff	none	
	Finance	Collection of monies from students for materials purchased from the department. Construction of spreadsheets, issue of receipts and bank monies. Seek best value for all goods purchased through petty cash	
	Physical	To assemble and construct resources and teaching aids/ to service machinery / ensure Health & Safety requirements are fulfilled in the use of machinery and tools	
	Clients	Internal: Senior Leadership Team, teachers, support staff	
Duties and key result areas: Organisation To facilitate where appropriate practical solutions to school wide problems where a 3D product would help Technology 1. To assist senior students and teachers with ‘A’ level project work as and when required 2. To monitor all workshops and design studios and food rooms on a weekly basis to check function of machinery, computers and stock 3. To service machinery on a regular basis 4. To attend department training on Wednesday afternoons when this is timetabled to support Technology teachers in lessons of a practical nature as per risk assessments Food Technology 5. To regularly maintain the Food Technology rooms 6. To assist staff in year 9 Food Technology lessons as required 7. To manage the food garden in the Biome throughout the year and harvest the crops and organise the distribution of these Administration Technology 1. To monitor, order, store and distribute consumable stock throughout the Technology Department Food Technology 2. To develop a spreadsheet of student’s allergies for staff information in Food Technology and to monitor this regularly 3. Stock control Resources Technology 1. To assemble resources and teaching aids in preparation for lessons 2. To construct teaching aids as required by the Heads of Technology and teaching staff 3. To assist in the processing of plastic materials for students and teachers, for example vacuum forming, line bending and blow moulding 4. To assist in the organisation of, and upkeep of displayed work around the department Food Technology 5. General shopping for food items for all year groups			

6. Organise laundry in the department
7. To organise resources in Food classrooms
8. To manage displays in Food Technology rooms
9. To prepare ingredients before lessons for classes as required

Construction

10. To assemble resources and teaching aids in preparation for construction lessons
11. To construct teaching aids as required by the Course Leader for Construction and teaching staff
12. To monitor teaching rooms and workshop spaces on a weekly basis to check function of machinery and stock

Art

13. Recycle clay
14. Organise displays

Responsibility

Technology

1. To assist in the development of CAD/CAM work using 2D Design, Prodesk to, the laser cutter and the 3D router. To demonstrate to small groups of students the operation of these machines
2. To ensure health and safety requirements are fulfilled in the use of machinery and tools

Construction

3. Mix mortar in preparation for bricklaying tasks
4. To service machinery and hand tools on a regular basis
5. To manage displays in construction hall and surrounding areas
6. Stock control of all materials
7. To support Construction teachers in lessons of a practical nature
8. To demonstrate processes and assist small groups of students as required
9. To assist in construction tasks around the site when help is needed and when available, for example the seating area in the quad

Food Technology

10. To monitor fridges and freezers and discard items out of date
11. To clean ovens as agreed every half term in line with health, safety and hygiene

Art

12. General maintenance of Art rooms
13. Clean and maintain the dark room

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Learning spaces in Technology, Art, Food and Construction. Use of machinery and manual labour work
Transport requirements:	Required to use own transport to attend meetings both within and outwith the County
Working patterns:	Normal hours but need to also work 'out of hours' as necessary
Working conditions:	Normally indoors

PERSON SPECIFICATION

Post Title: Technology Technician	Service: People	Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
Current Health & Safety Certificate		A/I/R
Experience		
To possess a wide bank of knowledge of technology and construction industry and should have an industrial background where this has been founded Able to transfer knowledge to staff and students effectively To be able to demonstrate how areas within each department are kept safe and maintained as per risk assessments and health and safety guidelines		A/I/R
Skills and competencies		
To be able to communicate with a wide range of staff an students ensuring that the information they are giving is clear and effective Be able to work on own initiative and as part of a team Able to undertake presentations to groups of students showing practical skills or how to operate equipment		A/I/R
Physical, mental and emotional demands		
To be able to analyse operations and tasks ensuring a high level of consistency and reliable outcome To be able to manage the physical demands of the post within the Construction area of Technology Be resilient and resourceful during times when practical work is being assembled and often to tight timescales Some periods of concentrated mental attention and pressures from deadlines, interruptions or conflict	Be aware of school Code of Conduct	A/I/R
Other		
Willingness to take and act on advice High expectations of oneself and of students A commitment to and interest in the wellbeing, support and achievement of students Energy and enthusiasm A belief in teamwork and co-operation with adults and students A willingness to challenge oneself to seek continuous improvement To be positive about the need for innovation and change Flexibility, imagination and resilience, reliability and integrity A positive attitude to school Self awareness	Interested in further professional development	A/I/R

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits