

Job description

Job title:	Design Technology Technician
Responsible to:	Head of Design Technology
Responsible for:	NA
Location:	Lift Tamworth, Birds Bush, Belgrave, Tamworth, B77 2NE
Hours of work:	16 hours per week
Salary:	NJC 3-8

Overview of the role:

The role of the Design Technology Technician is crucial in providing technical support for teaching staff and students in practical lessons to improve attainment in Design Technology. This role supports the department through the preparation and provision of materials, providing technical assistance, maintaining equipment and resources and ensuring health and safety compliance in specialist areas.

This role contributes to the Lift Schools' mission that **every** child receives an **excellent** education, in **every** classroom, **every** day.

Responsibilities:

Technical Support

- Assist teachers in the preparation and delivery of practical lessons and demonstrations to improve student attainment in Design Technology.
- Set up and maintain equipment, tools and machinery for practical activities, ensuring they are in safe working condition and ready for use.
- Provide guidance to students on the safe and appropriate use of equipment and materials during practical activities.

Resource Management

- Manage and organise the storage of materials, tools and resources, maintaining an inventory to ensure an adequate supply is maintained for practical lessons and any school projects.
- Order resources when further supplies are required and check goods delivered against orders, storing appropriately.
- To record breakages and loans, in accordance with school policy, and assist with department filing, including maintenance of up to date catalogues and price lists.

Equipment Maintenance

- Carry out routine maintenance and basic repairs on equipment and machinery, or arrange for professional servicing as required.
- Troubleshoot technical issues and provide timely solutions to ensure minimal disruption to teaching and learning activities.
- Keep accurate records of maintenance activities, including servicing schedules, repairs, and replacements.

Health and Safety

- Uphold health and safety standards within the department, ensuring compliance with relevant policies and procedures.
- Assist the Head of Department to ensure that all equipment complies with health and safety standards.
- Conduct risk assessments for practical activities and equipment, identifying hazards and mitigating risks.
- Provide health and safety guidance to staff and students, promoting a culture of safety awareness and good practice.
- Complete first aid training in order to be able to administer first aid treatment where required and liaise with relevant staff about first aid incidents if necessary.

Assistance with Projects and Events

- Support teachers and students in the planning and delivery of projects, competitions and exhibitions, providing technical advice and practical assistance where needed.
- Assist in the setup and dismantling of displays, showcases and events to promote student achievements in [subject].
- Collaborate with other departments on cross-curricular projects or initiatives involving [subject].
- Attend and contribute to department meetings.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The postholder is expected to work to the best of their ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life to the highest standard such that public confidence in their integrity is sustained.
2. This job description does not form part of the contract of employment and is not a comprehensive definition of the post. The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.
3. The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
4. The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
5. Information about how and why we collect your data can be found in the "Lift Schools Privacy Notice for Staff" which you are required to comply with.
6. You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others and to appropriately report hazards, illnesses or injuries in accordance with our Health & Safety Policy.

Safeguarding:

At Lift Schools we are committed to ensuring the highest levels of safeguarding and promoting the welfare of our students, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check, and you are required to complete them and advise us immediately should you subsequently be convicted of an offence.

Equality, Equity, Diversity and Inclusion:

At Lift Schools, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.

Person specification

Qualifications and experience

Essential

- L2 qualifications - GCSE Maths and English (Grade 4) or equivalent.
- L3 qualifications - A levels / BTEC qualification in Design Technology
- Experience of safe usage, operation, cleaning, maintenance and minor repairs of equipment.

Desirable

- Experience of working as technician in a similar environment.
- Experience of working in a school.
- Experience of working with children.

Knowledge and skills

Essential

- Good IT skills.
- Ability to use specialist tools, equipment and machines effectively.
- Knowledge of safe usage, operation, serviceability, maintenance and correct application of a wide range of machinery, equipment, tools and materials.
- Ability to provide support, explain procedures and processes to students and staff.
- Ability to work within agreed parameters and understand and follow instructions.

Desirable

- IT literacy with Google Workspace.

Leadership skills

Essential

- Able to plan and prioritise own workload and manage conflicting demands.
- Commitment to own professional development.

Desirable

- N/A

Personal attributes and behaviours

Essential

- Flexibility to handle unexpected situations or adjustments to lesson plans.
- Patience in interactions with a variety of students and situations, with a calm demeanour.
- Work collaboratively with colleagues as a trusted team member, understanding their role within the classroom, providing support when needed.
- Demonstrate a creative approach to work.

Desirable

- Can reflect thoughtfully and critically on the Project H mindsets, and identify their own strengths and areas for development in these areas. The Project H mindsets are:
 - Share ideas early, often and honestly
 - Embrace constructive disagreement
 - Value ideas, not ego
 - Be curious and open to new ideas
 - Focus on facts and reason

Special requirements

- Successful candidate will be subject to an enhanced Disclosure and Barring Service Check.
- Right to work in the UK.
- Evidence of a commitment to promoting the welfare and safeguarding of children and young people.

- Show a commitment and proactive approach to drive forward equality, equity, diversity and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services.