

Post title	Design Technology Technician
School/Organisation	Avanti House Secondary School
Location	Stanmore
Grade	Grade 6, £26,448 per annum pro rata
Hours	Full time (35.5 hours per week)
Contract Type	Term Time
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

- To enhance the school's vision which aims to nurture each pupil on their own journey of self-discovery and is based upon the three key pillars of Educational Excellence, Character Development and Spiritual Insight.
- To undertake duties in support of the work of the teaching staff in the Design Technology department.
- To provide interventions which raise the academic achievement of the targeted pupils as individuals or in small groups.

RESPONSIBILITIES OF THE JOB

- Carry out preparatory work, under supervision, for practical lessons. Help create jigs and formers and set ups for practical lessons.
- Deliver apparatus, equipment and materials to classrooms, retrieve after use and return for appropriate safe storage. Creation of appropriate safe storage methods.
- Check practical provision and replenish material and apparatus as directed. Assist in maintaining stock levels and in carrying out stock checks, placing regular orders for materials and components.
- Repair or put in place procedures to keep tools and machinery in working order. Contacting suppliers and manufacturers when appropriate.
- Maintain general tidiness in classrooms and prep rooms, including cleaning and routine care of all equipment.
- To create, assess and maintain a risk assessment folder for all of design and technology practices taught by teaching staff.
- Provide support to the Head of Art. During busy times for GCSE practical work, you will be required to provide professional duties outside of school hours.
- Assist mounting and display - of GCSE and A Level Art & Design for moderation.
- Assist with the set up and dismantle of art exhibitions for all key stages.
- Assist with the setting up and use of ICT equipment within the Technology department.
- Dismantle, create, produce and prepare displays for walls around the Technology and Art department under instruction from the Heads of department.

- Create, produce and prepare displays around the school.
- Participate in the maintenance of satisfactory standards of health, safety and security with regard to the technician service in the Technology and Art department in accordance with School policy.

Person Specification			
Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Educated to GCSE – including in English, mathematics and science	X	
2.	Level 3 or higher qualification in Design Technology		X
3.	Up to date training in health and safety and an excellent track record in the field of health and safety – in particular relating to laboratory work		X
4.	Commitment to high standards in all areas of school life	X	
5.	A working knowledge of Design Technology machines and processes	X	
6.	Experience and excellent track record in the field of health and safety in a support role	X	
7.	An ability to work creatively as an individual and as part of a team	X	
8.	The ability to interact and deal sensitively with people	X	
9.	The ability to make decisions in consultation with the Class Teacher and colleagues as appropriate	X	
10.	The ability to use ICT	X	
11.	Knowledge of safeguarding procedures	X	
12.	Supportive of the school ethos and its Equal Opportunities Policy, and be aware of the implications of working in an educational establishment	X	
13.	To adhere to the confidential nature of pupil information	X	
14.	The ability to communicate effectively, orally and in writing with pupils and a wide range of adults in and beyond the school	X	
15.	A willingness to take responsibility for their own professional development	X	
16.	Flexible, enthusiastic and resourceful to meet new challenges as the school grows	X	
17.	Good organisational skills and ability to manage, and use resources effectively and efficiently	X	

Person Specification			
Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
18.	Able to move equipment and support pupils with mobility difficulties	X	
19.	The ability to use your own initiative and work under pressure	X	
20.	The ability to enthusiastically and loyally promote the schools vision mission statement through behaviour, words and actions	X	
21.	Ability to contribute to curriculum and class planning		X
22.	The ability to lead initiatives that develop pupils' learning		X
23.	Resourceful, positive, and enthusiastic with a good sense of humour	X	

FURTHER INFORMATION
<p>Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.</p>