

Job Outline and Person Specification

Position Title	Design and Technology Technician		
Location	Tavistock College		
Reporting to	Head of Science Faculty		
Hours	37 hours per week 39 weeks per annum, term time including non-pupil days		
Grade / Salary	Grade D		
Organisation	The Dartmoor Multi Academy Trust		
Effective date of JD	1 st September 2019	JE Job Number	G-0

Tavistock College is delighted to be part of The Dartmoor Multi Academy Trust (DMAT), a MAT consisting of 3 secondary and 13 primary schools. As a college we actively promote the values and principles of the International Co-operative Alliance.

Your main place of work will be Tavistock College but you may be required to work across all the schools within The Dartmoor Multi-Academy Trust at any time as directed by the Executive Team.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Job purpose

Under the overall control of the Head of Faculty, to co-ordinate the use of practical resources, machinery and facilities, and provide assistance and advice in meeting the practical needs of the curriculum in all the subjects in the Technology faculty, including liaising with teaching staff and supporting students in the classroom.

Main duties and responsibilities

- Setting up, operating and maintaining machinery within the department.
- Maintaining awareness of current Health and Safety legislation and ensuring weekly safety checks are carried out and recorded.
- Complete relevant risk assessments within the faculty.
- Preparing resources for teaching staff.
- Ordering and receiving stock and chasing up discrepancies.
- Keeping an inventory of all equipment as well as maintaining tools and equipment.
- Completing PAT testing on all electrical items within Design Technology.
- To ensure that all workshops, prep rooms and practical areas, along with tools, equipment, computer equipment and materials are kept in an operable and safe manner and ready for use by teaching staff and students.
- Preparing and issuing materials and electronic components to students as required as well as pricing of cutting lists.
- Support with the setting up and running of construction classes.
- To undertake general tasks according to the needs of the department such as maintenance of workshops, preparation of store rooms, transporting supplies, reprographics, preparation of audio/visual material as required by faculty teaching staff.
- To control and safely store all chemicals, flammables and specialist solutions and the maintenance of safety signage and zones adjacent to classroom machinery.

- When requested by teaching staff, to demonstrate the use of different equipment and materials with particular regard to safety, including providing technical advice, assistance and supervision to students during practicals, project work and assessments.
- Where applicable, assist the teacher with coursework, delivery of work programmes/lessons and assessments within the specialist area.
- To work with small groups of students on specific tasks.
- Liaise with caretaking staff/Premises Manager concerning defects, building problems within the Design Technology department via the Head of Faculty.
- Liaise with visitors to the department (eg company representatives, electricians and maintenance staff).
- Assisting with department exhibitions out of college hours, including open evenings.
- Attending faculty meetings.
- Provide specialist advice and guidance as required.

The duties in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Health and Safety:

The post holder is responsible for the health and safety issues relating to the post and therefore must have knowledge of the DMAT Health and Safety policy and relevant instructions for the post holder's area of work.

Any matter that the post holder considers requires attention in this respect is his/her responsibility to report to the Premises Manager following the correct procedures.

Person specification

Attribute	Essential	Desirable	Method of Assessment
Experience		<ul style="list-style-type: none"> ◦ Experience in practical elements of working with materials, ie wood. ◦ Operating laser cutter. ◦ Operating and maintenance of band saw. ◦ Experience of working with Health & Safety requirements. 	<ul style="list-style-type: none"> ◦ Application ◦ Interview ◦ Assessment
Skills	<ul style="list-style-type: none"> ◦ Ability to lift and carry heavy items (in compliance with Health & Safety regulations). ◦ Ability to demonstrate a practical approach to problem solving. ◦ Ability to work effectively with materials. ◦ Ability to effectively use ICT. 	<ul style="list-style-type: none"> ◦ Experience in practical elements of working with materials, ie wood. ◦ Knowledge and ability to use a range of ICT equipment. 	<ul style="list-style-type: none"> ◦ Application ◦ Interview ◦ Assessment
Communication	<ul style="list-style-type: none"> ◦ Good communication skills with staff and students. 		<ul style="list-style-type: none"> ◦ Interview
Personal Qualities	<ul style="list-style-type: none"> ◦ Willing to work as part of a team. ◦ Ability to work to deadlines. ◦ Ability to use own initiative. ◦ Able to prioritise own workload effectively. ◦ 		<ul style="list-style-type: none"> ◦ Application ◦ Interview

	<ul style="list-style-type: none"> ◦ Ability to respond calmly to emergency situations, e.g. fire evacuation. ◦ Be flexible, adaptable and reliable. 		
Education and Training	<ul style="list-style-type: none"> ◦ Grade C or equivalent in English and Maths GCSE. ◦ A willingness to participate in relevant training to update skills. 	<ul style="list-style-type: none"> ◦ A working knowledge of Health & Safety procedures and regulations. ◦ Current first aid certificate. ◦ Training in operation of bandsaws, lathes and other equipment. 	<ul style="list-style-type: none"> ◦ Application ◦ Interview

Data Protection / General Data Protection Regulations (GDPR)

The Privacy Notice sets out our general principles in relation to Data Protection and the General Data Protection Regulations.

You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).