**Saint John Houghton Catholic Voluntary Academy**

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| Job Title | Technician for Design and Technology |
| Place of work: | Saint John Houghton Catholic Voluntary Academy  Abbot Road, Kirk Hallam, Ilkeston, Derbyshire DE7 4HX |
| Purpose: | Provide timely and effective preparation of materials for lessons (from Key Stage 3 and Key Stage 4), through regular liaison with teaching staff |
| Reporting to: | Head of Department (Design Technology) |
| Working Time: | 35 hours per week  39 weeks per year (Term time plus INSETS) |
| Salary/Grade: | Band 2 Point 12 |
| Disclosure level | Enhanced |

**Job description**

* Provide timely and effective preparation of materials for lessons (from Key Stage 3

- Key Stage 4), through regular liaison with teaching staff

* To clear and tidy workplaces and preparation areas after lessons and at the end of the day
* Checking and compiling stock lists for apparatus and resources
* Assist students with practical work as directed.
* Carry out regular safety checks on equipment and classrooms as appropriate
* To ensure the maintenance of a healthy and safe working environment through:
  + actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources
  + keeping up to date with current procedures and practices through continuing professional Development
  + the provision of technical advice and support on health & safety issues to teaching and trainee technical staff
  + the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards
* Be able to use wood/metal equipment and arrange necessary servicing. (3D printer and laser cutter etc)
* Place orders and work to budget
* Maintain health and safety standards
* Be aware of lesson rotations, rotas and projects taught
* Completing risk assessments for the whole faculty
* Support within food technology lessons as well as workshop based lessons
* Ordering stock for food technology
* Photography of practical work
* Making lesson resources
* Reprographics as needed
* Small group work
* Any other relevant tasks as directed by the Head of Department

**Person Specification**

**The successful candidate will:**

* Have the capacity to work collaboratively as part of a team
* Enjoy working in a challenging but highly rewarding environment
* Be educated to at least A Level in DT (desirable) or have equivalent industrial or school experience
* Demonstrate practical knowledge and problem-solving skills
* Good housekeeping