



## **Design Technology Technician**

WSCC NJC Grade 3

(£15,207 - £15,941 pro-rata)

Term time only plus 2 weeks. 30 hours per week.

Actual Salary £10,718 - £11,235.

A vacancy has arisen for an enthusiastic and committed Design Technology Technician to join our dedicated support staff team and to provide assistance within the Technology department at St Andrew's High School. The Design Technology department is moving into a brand new multi-million pound building in September and the role of DT Technician is vital in ensuring that the DT Department is sufficiently resourced to deliver the curriculum to our pupils.

You will be joining the school at an exciting time. With the school achieving its best ever results and, with the Age of Transfer changing in Worthing, resulting in St Andrew's growing to 900 in September 2015, you could not wish to join us at a more significant time in our history.

The role is 30 hours per week, term time only plus two weeks to be worked as agreed during the school holidays.

St Andrew's are committed to the safeguarding of children, and a DBS check will be carried out on the successful applicant.

Deadline for applications: Monday 28 September 2015 (Noon)

Interviews: TBC



# St Andrew's CE High School For Boys

*Nihil sine labore – "Nothing without effort"*



Position:	<b>Design Technology Technician</b>		
Line Manager	Head of Department		
Senior Manager	Business Manager		
	The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.		
Scale:	WSCC NJC Grade 3	Hours:	30 per week TTO + 2 Weeks

## Position objectives

1. To assist with the smooth running of the DT Department
2. To promote the work produced in the Department by the Students
3. To ensure that all working practices reflect the Christian ethos and values of the school

## Main Duties

### 1. **Maintain Equipment and facilities:**

Ensure equipment is maintained to a high standard  
 Maintain equipment stocks to appropriate levels as required by the Head of Department  
 Display work and maintain displays in Department and around the school  
 Liaise with the IT Manager to ensure all ICT equipment is functional and support staff in its use  
 General Admin Duties for the department  
 Keep health and safety information up to date  
 Any other tasks as requested by Line Manager or Senior Management of the school

### 2. **Support Learning**

Set up equipment for lessons as directed by the teaching staff of the department  
 Provide additional DT expertise to the Department  
 Help prepare for special occasions such as Open Evening and Exhibitions

### 3. **Awareness of and compliance with statutory policies and procedures relating to the role**

Participate in specific training and personal development as required  
 Meet with the line manager to undertake annual appraisal  
 Be familiar with the school's policies and procedures  
 Communicate matters of concern relating to health, safety or welfare to line manager

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

<b>Personnel Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Training and Education</b>		
GCSE English and Maths pass or equivalent qualification		✓
SIMS Trained or relevant experience		✓
Hold a First Aid Qualification.		✓
<b>Experience and Knowledge</b>	<b>E</b>	<b>D</b>
Experience of working in an educational environment.		✓
Experience of using technology	✓	
An awareness of the statutory requirements of Health and Safety within a technology environment		✓
Some experience in an DT environment and a familiarity with a variety of materials and techniques		✓
Knowledge of good practice, policies and procedures in schools including Child Protection.		✓
<b>Qualities and Skills</b>	<b>E</b>	<b>D</b>
Good organisational skills and self motivated.	✓	
Ability to work on own and as part of a team to meet deadlines.	✓	
Good communication skills both written and verbal.	✓	
Ability to multi-task and prioritise work effectively on a day-to-day basis.	✓	
The motivation to work with children and young people	✓	
A perceptive understanding of young people and their needs and expectations		✓
<b>Other Conditions</b>	<b>E</b>	<b>D</b>
Able and willing to attend/achieve further training/qualifications where appropriate.	✓	
Must satisfy relevant pre-employment checks.	✓	