



LODE HEATH SCHOOL

part of
Arden Multi Academy Trust



JOB DESCRIPTION

Post Title:	Technician – Design Technology	Salary:	Band C, range 8-14 £24,702 - £27,334 FTE / £20,318 - £22,483 ACTUAL
Location:	Lode Heath School		
Faculty:	Creative Arts & Industries (Design Technology)	Weeks:	39 (term time plus INSET)
Responsible to:	Faculty Leader Associate Headteacher	Hours:	35.5 (Monday to Thursday 8:30am – 4:15pm and 8:30-3:30pm on a Friday with a 30-minute unpaid lunch break)

JOB PURPOSE

To support the smooth running of the Faculty, and primarily Design Technology, through the preparation of materials, the setting up and maintaining of equipment, the ordering of resources and the supporting of practical aspects of work.

WORK PERFORMED

1. Order & maintain stock, in conjunction with the teacher & faculty lead. This includes maintaining stock control records and undertaking stock-checks.
2. Purchase stock and other equipment and resources, in accordance with the school's purchasing arrangements.
3. Ensure the appropriate maintenance & set up of equipment and other resources. This includes preparing materials for disadvantaged students.
4. Assist in the development of resources
5. Ensure the appropriate repair and maintenance of resources and facilities including maintaining a clean and safe working environment
6. Support students in lessons for example provide demonstrations, give advice, explanation or prompts
7. Developing and maintaining effective working relationships with other staff
8. Ensure that the requisite Health and Safety Regulations and Codes of Practice are complied with for the safety of staff and students. Keep up to date with changes to Health & Safety and COSHH regulations and reporting any issues with compliance.
9. Participating in training and other learning opportunities as required
10. Undertake other reasonable duties to assist the smooth running of the faculty and to provide effective support to students.

PEOPLE RESPONSIBILITIES

NA

SAFEGUARDING RESPONSIBILITIES

The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults she/he is responsible for or comes into contact with.

FINANCIAL RESPONSIBILITIES

The postholder will be a cardholder and will purchase resources and equipment, on the authority of the faculty leader/ line manager, and will adhere to all school purchase arrangements.

BUILDINGS AND EQUIPMENT RESPONSIBILITIES

The postholder is responsible for ensuring the facilities and equipment adhere to all Health & Safety regulations including maintaining high standards of cleanliness.

TRAINING AND DEVELOPMENT

The School is committed to personal and organisational development of the individual.

The post holder will be encouraged to contribute to identify and meet job related development needs.

SPECIAL CONDITIONS OF EMPLOYMENT

- The School operates a 'Non Smoking' policy. As such, the post holder is required to refrain from smoking in any School workplace.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection etc.

GDPR & DATA PROTECTION

As an employee of the School, the post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018. As part of your application to join us, we will gather and use information relating to you. For further details and the recruitment privacy notice please visit

www.lodeheathschool.co.uk/gdpr.

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. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Job description reviewed by: L Suddon

Date: September 2023