

KIRKLEES COUNCIL

SECTION: ALL SCHOOLS MODEL - TECHNICIANS

JOB TITLE: ADVANCED TECHNICIAN (DESIGN AND TECHNOLOGY)
GRADE: 7

PURPOSE OF JOB

To be responsible to the Head of Department in co-ordinating the use of, and development of practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the design and technology curriculum, including liaising with all areas of the school and outside organisations.

KEY AREAS

1. Workshop Servicing
2. Construction and Repair
3. Health and Safety
4. Advisory
5. Administration
6. Staff Management
7. General

DUTIES AND RESPONSIBILITIES

1 Workshop Servicing

- 1.1 To be responsible for the maintenance of materials, stock, and apparatus required for demonstration and for practical work in all workshops.
- 1.2 To be responsible for the setting up of demonstration practicals, ensuring that they work effectively and are cleared away.
- 1.3 To ensure the general maintenance of the workshops and that all surfaces and equipment are clean and safe to use.
- 1.4 To deliver equipment and resources to workshops or classrooms as requested.
- 1.5 To set up ICT and multi-media equipment.

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KIRKLEES COUNCIL

- 1.6 To be responsible for cleaning and clearing of tools, equipment and materials as used by teaching staff and students.

2 Construction & Repair

- 2.1 To ensure the maintenance and repair of workshop tools and equipment to required standards, including obtaining estimates for more complex repair work.
- 2.2 To test new equipment and devise new practical work in consultation with the Head of Department.
- 2.3 To design, construct and/or modify workshop resources for use and display.

3 Health & Safety

- 3.1 To be responsible for safe storage and/or disposal of storage equipment, materials, chemicals and hazardous and non-hazardous waste materials in line with recognised procedures and contribute to the production of appropriate risk assessment.
- 3.2 To liaise with appropriate bodies ensuring that routine safety checks on workshop equipment, COSHH cupboards, pressure vessels, first aid kits are carried out and that electrical and other safety checks are undertaken.
- 3.3 To advise departmental cleaning staff and others of potential hazards and of safe working practices within the Design and Technology Department.
- 3.4 To inspect, maintain and ensure correct use of safety equipment.
- 3.5 To give health and safety advice to technical staff, teachers and students.

4 Advisory

- 4.1 To demonstrate practical work to the students to assist with the teaching and learning process.
- 4.2 To give technical advice to teachers, technicians and students.
- 4.3 To operate a loan system for equipment internally and with other schools, advising on suitability of materials, tools and equipment and practical work.
- 4.4 To assist in practical classes and carry out demonstrations working with students where appropriate.

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- 4.5 To keep up-to-date with health and safety requirements and with developments in Design and Technology. (Attending courses and reading publications)

5 Administration

- 5.1 To operate an efficient system for ordering, stocking, storing and distributing items used in the Design and Technology Department, including any associated record keeping.
- 5.2 To operate all relevant information and recording systems including cataloguing, filing and inventories, and legal records as they relate the Health and Safety and equipment/appliance testing.
- 5.3 To attend relevant Design and Technology Department and other meetings.
- 5.4 To make petty cash purchases.
- 5.5 To maintain records of Design and Technology Department accounts in line with recognised financial procedures.
- 5.6 To receive and check deliveries and associated invoices.
- 5.7 To recommend the purchase of specific items of equipment, researching costs and raising orders in consultation with the Head of Design.

6 Staff Management

- 6.1 May be required to manage a team of Technicians
- 6.2 May be required to monitor performance and implement a performance management system.
- 6.3 May be required to implement training and development needs for staff.
- 6.4 May be required to liaise with the Head of Department to contribute to the induction of ITT students and ECT's.

7 General

- 7.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

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Please click [here](#) to read our safeguarding policy.

Alternatively go to:

<https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

- 7.2 Carry out your duties with due regard to current and future School's/LA's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on going performance development and through School communications.

RESPONSIBLE TO: **Head of Department**

RESPONSIBLE FOR: **Technicians as required by the school**

JD Reference No	SS/T07/DT
JD Prepared / Amended	MAR 2023
Refers to Estab(s)	

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