

# KIRKLEES COUNCIL

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**SECTION:** ALL SCHOOLS MODEL - TECHNICIAN

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**JOB TITLE:** SENIOR TECHNICIAN (DESIGN & TECHNOLOGY)

**GRADE:** 6

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## **PURPOSE OF JOB**

Under the guidance of the Head of Department or Technician Manager, to co-ordinate the use of the practical resources and facilities and provide assistance and advice in meeting the practical needs of the design technology curriculum, including liaising with teaching staff and support staff outside the department.

## **KEY AREAS**

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

## **DUTIES AND RESPONSIBILITIES**

### **1 Workshop Servicing**

- 1.1 To assist in the maintenance of materials, stock and apparatus required for demonstration and for practical work in all workshops.
- 1.2 To set up demonstration practicals as requested, ensuring they work effectively and are cleared away.
- 1.3 To undertake the general maintenance of the workshop ensuring 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 test practical work before their use in a workshop setting.
- 1.6 To collect, clean, check materials and return tools and workshop equipment to stores.
- 1.7 To set up ICT and multi-media equipment

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## 2 Construction & Repair

- 2.1 To maintain and repair workshop tools and equipment to required standards, including obtaining estimates for more complex repair work.
- 2.2 In consultation with the Technician Manager to test new equipment and devise new practical work.
- 2.3 To construct and/ or modify of workshop resources for use and display.

## 3 Health & Safety

- 3.1 To ensure the safe storage of and/ or disposal of equipment, materials, chemicals and waste materials in line with recognised procedures and contribute to the production of appropriate risk assessment (to include appropriate labelling of chemicals/materials used in the workshop).
- 3.2 In liaison with Technician Manager, inspect, maintain and ensure correct use of safety equipment.
- 3.3 To keep up-to-date with health and safety requirements and with developments in Design and Technology. (Attending courses and reading publications)
- 3.4 To give health and safety information to technical staff, teachers and pupils/students.

## 4 Advisory

- 4.1 To operate a loan system for equipment internally and with other schools, advising on suitability of materials, tools, equipment and practical work.
- 4.2 Maintain awareness of current developments through appropriate training.

## 5 Administration

- 5.1 To provide 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 to Health and Safety and equipment/ appliance testing.

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5.3 To receive and check deliveries and associated invoices.

5.4 To obtain materials by local purchase.

## 6 General

6.1 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.

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

Alternatively go to:

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

6.2 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.

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**RESPONSIBLE TO:**            **Head of Department/ Technician Manager/Advanced Technician**

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**RESPONSIBLE FOR:**        **None**

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<b>JD Reference No</b>	SS/T06/DT
<b>JD Prepared / Amended</b>	OCT 2009
<b>Refers to Estab(s)</b>	

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<b>EMPLOYEE SPECIFICATION</b>
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DIRECTORATE: Children &amp; Young People

SECTION: All Schools Model

JOB TITLE: Senior Technician (6)  
(Design & Technology)

GRADE: 6

ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1. RELEVANT EXPERIENCE	1.1	Experience of preparation of material required for demonstrations/practical work and of assisting with demonstrations.	Application Form/ Selection Process	A
	1.2	Experience of providing assistance with general maintenance.	Application Form/ Selection Process	A
	1.3	Experience of working in line with relevant Health and Safety procedures.	Selection Process	
	1.4	Previous experience of working in a school environment.	Application Form/ Selection Process	C
2. EDUCATION AND TRAINING ATTAINMENTS	2.1	Design and Technology qualification at GCSE level or equivalent, or ability to work at least to this standard.	Application Form/ Selection Process	A
	2.2	Numeracy and Literacy skills to level necessary to undertake basic calculations, cash transactions, and to produce basic reports and written correspondence.	Application Form/ Selection Process	A
3. GENERAL AND SPECIAL KNOWLEDGE	3.1	General knowledge of Design and Technology equipment and resources.	Selection Process	
	3.2	Knowledge of COSHH regulations as they apply to school science laboratories.	Application Form/ Selection Process	B
	3.3	Knowledge of Health and Safety.	Selection Process	

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
3.	<b>GENERAL AND SPECIAL KNOWLEDGE</b> cont...	3.4	Knowledge of and commitment to the Local Authority's Equality and Diversity Policy and how it relates to the duties of the job.	Selection Process	
		3.5	Basic knowledge of ICT software and packages.	Selection Process	
4.	<b>SKILLS AND ABILITIES</b>	4.1	Practical skills and ability to carry out basic repairs/maintenance.	Selection process	
		4.2	Ability to work on own initiative and as part of a team.	Application Form/ Selection Process	A
		4.3	Ability to communicate effectively with staff and pupils.	Application Form/ Selection Process	A
		4.4	Ability to provide relevant advice and support to teachers.	Selection Process	
		4.5	Ability to provide efficient system for stocking, storing and distributing items.	Selection Process	
5.	<b>ANY ADDITIONAL FACTORS</b>	5.1	Commitment to ongoing personal training and development.	Selection Process	
		5.2	Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b>	Application Form/ Selection Process	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

ES Reference No	TE06/D&T
ES Prepared/Amended	JAN 2015
Refers to Estab(s)	