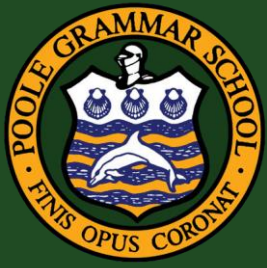


POOLE GRAMMAR SCHOOL



DT TECHNICIAN

INFORMATION PACK



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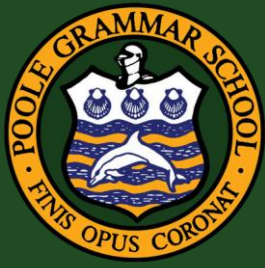
POOLE GRAMMAR SCHOOL

Job description: Lead Design & Technology (DT) Technician

Start date:	30 September 2024
Salary grade/range:	Pay scale: Grade B, 4 - 6 (£23,114 - £23,893 full-time equivalent)
Actual annual salary:	£19,709 – £20,373
Hours/weeks per week:	37 hours per week (8am – 4pm, Monday – Thursday, 8am – 3.30pm Friday, including an unpaid 30-minute lunch break) Term-time only plus inset days: 39 weeks per year
Holiday allowance:	44.46 paid weeks per year, to include holiday allowance. All holiday to be taken outside of term-time
Responsible to:	Head of DT
Responsible for:	Food Technician
Additional Information	The successful candidate will be engaging in regulated activity, working regularly in a location where the work gives an opportunity for contact with children. An Enhanced DBS will be required.

Main job purpose

- To assist teaching staff in providing safe areas for students and teaching staff.
- Providing technical support to the DT department, including the preparation of tools, equipment and materials for lessons.
- Providing administrative support to the DT department, including the ordering of equipment and materials, maintaining stocks, equipment and resources within the DT department.
- Undertake a monitoring and proactive health and safety role for the DT department to ensure the safe and proper use and maintenance of resources and equipment.
- Effective liaison with the school site maintenance team, and finance/office teams
- The technician role forms a central part of the work of the department, and they will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.
- Line management of other technicians within the DT department to ensure quality provision of technical and administrative support to teaching within the DT department



Main responsibilities and duties

Key Responsibilities:

- To prepare materials and equipment/resources for practical lessons, including the printing and resource support of lessons where DT staff are absent
- To maintain and monitor consumables and equipment in DT to ensure all students are able to access a wide range of materials and processes as part of their Design Technology provision
- To maintain and monitor stock control and the ordering of materials and equipment
- To carry out weekly material and equipment checks across all DT rooms;
- To assist staff in the production and updating of Technology displays and the promotion and raising the profile of DT within school
- To provide technical support during lesson time such as assisting staff in the demonstration and application of equipment/machinery use to students;
- Carry out scheduled Health and Safety checks on all equipment and machinery and report directly to the Head of DT;
- To maintain machinery and equipment in accordance with health and safety requirements;
- To undertake any Health and Safety and other appropriate training as required by school
- Carry out a range of administration duties including: supporting cover work provided by staff, production/printing of teaching materials and booklets, taking photographs etc;
- To assist with practical examinations as may be required;
- Participate in training and other learning activities and performance development processes as required
- Assist staff with the provision of DT based out of school learning activities e.g. clubs, extra-curricular activities and attend departmental field trips as appropriate within contracted time.
- Liaising with Heads of DT in identification of short, medium- and longer-term maintenance /equipment replacement so that appropriate planning and budgeting can be put in place.
- Identifying opportunities to streamline and improve provision
- Undertake such other duties as may be required occasionally commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Maintaining Work Area

- To ensure that DT rooms and equipment are kept clean and tidy and that in DT rooms appropriate safety regulations are met, including checking equipment for safety, cleaning equipment and advising students on safety aspects of particular practical work;
- The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages - in liaison with the school maintenance team
- Ensure that all equipment is accounted for, in the correct place and replaced where necessary;
- Ensure that all equipment is stored in a safe, hygienic and appropriate manner;
- Assist the DT staff in the logging in and out of certain items of equipment as required;
- To assist and take some responsibility for maintaining departmental displays of work both in the technology area and around the school

General Duties:

- To be familiar with and adhere to School Policies and procedures and comply with all decisions, policies and standing orders of the school; comply with any relevant statutory requirements,



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including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act/GDPR

- To fulfil duties and responsibilities regarding safeguarding student's welfare/wellbeing and health and safety in the workplace;
- To support the aims and ethos of the school and promote good relationships with students, colleagues and parents;
- To set a good example in terms of dress, punctuality and attendance;
- To participate in the School's arrangements for appraisal, professional development and other mandatory training;
- To undertake other such duties as may be reasonably required by the line manager which are in line with the grading of the post.

Supervision and management of people

- Line management responsibility for Food technician, including on-the-job training or the allocation and checking of work for quality and quantity.
- Monitor the work of technicians to ensure that all duties are being carried out effectively, liaising with all departmental staff to ensure that standards are maintained.
- To provide support to technicians in managing their workload and identifying training needs, if required
- Some student supervision may be required.

Knowledge and skills

- A vocational or academic qualification in the relevant/appropriate subject area would be desirable.
- Experience and practical competence in the safe and proper use of any specialist equipment for which the post holder has direct responsibility.
- Relevant Health & Safety and first aid/first aid qualification would be desirable.
- Good communication, organisational and prioritising skills are essential.
- ICT literate, with an ability to use ICT for data entry and creating displays for students' work.
- Ability to work under their own initiative and must have good interpersonal skills.

Creativity and innovation

- Creative/technical skills will be required in the design and setting up of (new) projects or experiments -including the manufacture of jigs/templates/stencils to support a project
- Liaise with the Head of DT on the purchase of new equipment/resources to support the developing curriculum.
- Assisting and create displays of students' work.

Contacts and relationships

- Daily interaction with the Head of DT, DT staff (Resistant Materials, Electronics, Graphics & Food technology) and other support/maintenance staff.
- Regular contact with external suppliers and contractors in negotiating best value and purchasing.
- Contact with the local authority and other professional bodies to ensure that the knowledge and skills of the postholder are kept up to date.



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- Comply with all decisions, policies and standing orders of the school; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act/GDPR.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure.

Decision making

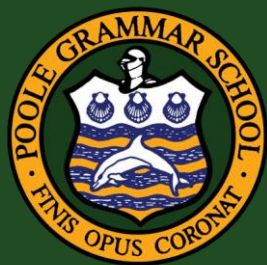
- Decisions will be made on ordering and purchasing of stock; on ensuring the smooth and efficient running of the department; on prioritising and organising the use/allocation of the department resources as necessary. Seeking best value for money with prudent financial management in mind.
- Interacting and consulting with DT staff on designing new projects/activities/ideas.

Resources

- Responsibility for the proper use and safekeeping of equipment and resources.
- Maintaining stock levels and purchasing
- Protective clothing will be provided and must be worn when required.
- Assist with the issue and return of textbooks or other teaching aids

Work environment

- Duties will normally be undertaken within the school's DT areas. There will be use of power tools and another machinery/workshop equipment.
- Lifting and movement of resources and equipment will often be required, using trolleys etc where appropriate -this will include collecting and moving deliveries of resources/stock



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Document Prepared/updated by:	David Jackaman, Head of DT
Document approved by:	Katie Etheridge, Headteacher
Date:	August 2024

Person specification: Lead Design & Technology (DT) Technician		
ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> At least two years' practical experience Experience of working in a school or with young people desirable; Experience of working in a creative/technology industry and the use and maintenance of machinery such as drills, saws and lathes and hand tools; Have knowledge of Health & Safety regulations/procedures. 	Application form Interview References
Qualifications and training	<ul style="list-style-type: none"> Commitment to Equal Opportunities Enhanced DBS check 5 GCSEs with a minimum grade C or above in English, Mathematics and Science, or equivalent qualifications or relevant experience A recognised vocational or academic qualification in the relevant subject area would be a distinct advantage Technology Safety certificate is desirable; First aid qualification desirable Knowledge of CLEAPSS guidelines; Experience in relevant discipline or related qualification; Ability to identify own training & development needs and cooperate with appropriate individuals to address these 	Application form Certificates Interview
Aptitudes and abilities/ skills	<ul style="list-style-type: none"> Good communication skills with an ability to relate well to young people and adults in a constructive way Good ICT skills and numeracy/literacy skills; Knowledge of school systems Ability to handle confidential information with discretion Willingness to work flexibly when required Ability and enthusiasm to work jointly with colleagues and as part of a team Self-motivated, with a can-do attitude Good organisation and personal management skills 	Application form Interview References
Knowledge	<ul style="list-style-type: none"> Health & Safety at Work and welfare regulations and best practice School's systems, procedures, behaviour and management policies School's fire and emergency procedures Knowledge of Child Safeguarding procedures 	Application form Interview References
Personal attributes	<ul style="list-style-type: none"> Commitment to the safeguarding of children and young people; To be organised and efficient; 	Application form



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	<ul style="list-style-type: none">• Enjoy working with young people and have the ability to inspire students;• Reliable and punctual• Have a polite, friendly and flexible approach to work;• To have a good sense of humour;• To follow instructions;• To keep calm and professional at all times;• Working in close proximity to and inspiring and motivating others;• Willingness to work flexibly when required	Interview References
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Application procedure

Please visit www.poolegrammar.com and complete the online application form.

CVs will be accepted in addition to the above but will not be accepted on their own.

Online application forms are preferred but a PDF version of the application form is available to download from our website. This can either be emailed to the HR Department or posted direct to the school.

If you have any questions regarding the application process, please contact the HR Department at pgshrdept@poolegrammar.com

Closing date for applications: 6th September 2024

Interview: Week commencing 9th September 2024

Informal discussions are encouraged. Please contact the HR Department to make an appointment. 01202 692132 or pgshrdept@poolegrammar.com

Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application. Poole Grammar School also promotes equal opportunities for its workforce.