



## Application Pack - Design and Technology Technician

Thank you for your interest in our vacancy.

The following information contains further details including the job description and person specification.

<b>Appointment Type</b>	Permanent
<b>Start Date</b>	As soon as possible
<b>Hours</b>	20 hours per week (4 hours per day) Monday to Friday
<b>Salary Scale</b>	Sandbach High School and Sixth Form College pay scale Grade 3 £17,286 - £17,911 pro rata Actual salary £7,820.79 - £8,103.56
<b>Closing Date</b>	Tuesday 4 <sup>th</sup> May 2021
<b>Interview Date</b>	w/c 10 <sup>th</sup> May 2021

Sandbach High School and Sixth Form College is committed to the safeguarding and promoting the welfare of children and young people and we expect all our employees and volunteers to share this commitment. This post is exempt under the Rehabilitation of Offenders Act 1974 and the successful candidate will be subject to an enhanced check by the “Disclosure and Barring Service” along with other stringent vetting and induction processes.

Application forms can be accessed from [www.sandbachhigh.co.uk](http://www.sandbachhigh.co.uk)

## Job Description

## Design and Technology Technician

**JOB PURPOSE** To provide a practical service to school teaching staff through the maintenance, preparation and provision of equipment and materials to enable pupils to undertake design and technology learning activities, projects and examination work.

The post holder reports to the Design and Technology Curriculum Leader.

	<b>MAIN RESPONSIBILITIES</b>
•	Safe usage, inspection, operation, cleaning and minor repairs maintenance of Design and Technology workshop equipment, associated tooling and hand tools. Replace serviceable items, construct and develop benching aids, jigs and fixtures and undertake planned maintenance programmes.
•	Prepare a range of materials and set up machinery and equipment, including special operations, for design and technology lessons, practical work, experiments, demonstrations, and project coursework as part of GCSE and A-level Design and Technology.
•	Set out and clear away materials and equipment, prepare audio/visual aids as required by school teaching staff, and assist in the production of resource materials and teaching aids such as worksheets, plans and drawings for classroom project work.
•	Provide practical support and guidance for school staff in the use of materials, workshop techniques, practices and processes and recommend solutions to technical problems encountered
•	Demonstrate and provide hands-on practical pupil instruction in correct usage and application of workshop machinery and tools and work with pupils on project work in a supporting role.
•	Ensure the security of equipment at the end of class activities, breaks etc. including machine 'lock off' and power shutdown. Carry out formal risk assessment of Design and Technology machinery and electrical equipment and ensure that all Health and Safety Regulations are met.
•	Liaise with contractors, suppliers, check and sign off contractors' completion of rectification, refurbishment and maintenance work.
•	Control stocks of materials and equipment, maintain an inventory and provide guidance and recommendation for the identification, specification and purchase of school design and technology materials and equipment.
Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Line Manager from time to time, up to or at a level consistent with the Main Responsibilities of the job.	

This job description will be reviewed where necessary 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; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.

## Person Specification

## Design and Technology Technician

	Essential	Desirable	How identified
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Relevant qualification in Design Technology subjects.</li> </ul>	<ul style="list-style-type: none"> <li>Design and Technology Association (DATA) qualification and training in the use of band and circular saws, milling machines and centre lathes</li> </ul>	Application
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Experience of safe usage, operation, cleaning, upkeep, minor repairs and maintenance of workshop equipment.</li> <li>Evidence of ability to form professional relationships with both students and colleagues.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in similar environment.</li> <li>Experience of working with laser cutters.</li> </ul>	Application References Interview
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of safe usage, operation, serviceability, maintenance and correct application of a wide range of machinery, equipment, tools and materials, associated specialist tooling etc.</li> <li>Engineering design and construction techniques/solutions. Comprehensive understanding of design and technology methodologies and practices.</li> <li>Up to date knowledge of engineering design, construction techniques and solutions.</li> <li>Problem solving and analytical.</li> <li>Good communication skills.</li> <li>IT skills.</li> <li>Knowledge of health and safety, electrical regulations and COSHH.</li> </ul>		Application References Interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>To be able to work as part of a team and build positive relationships.</li> <li>An ability to take initiative and seek advice where appropriate.</li> <li>Energy and enthusiasm.</li> <li>Commitment to safeguarding and promoting the welfare of children and young people.</li> <li>A commitment to continue own personal development.</li> </ul>	<ul style="list-style-type: none"> <li>A reasoned educational philosophy commensurate with the school's ethos and values.</li> </ul>	References Interview

## **All staff at Sandbach High School and Sixth Form College are expected:**

- To adhere to the school's corporate standards, policies, systems and procedures in relation to Safeguarding and Child Protection, and health and safety
- To set a personal example that contributes to the positive ethos of the school
- To be committed to the life of the school and to support its distinctive mission and ethos
- To behave at all times in accordance with the school's values
- To agree annual performance targets with their Line Manager
- To promote the school favourably in the community
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To adhere to the school's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the school's Safeguarding/Child Protection policies.
- To be aware of and comply with all school policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

### **Safeguarding**

- Sandbach High School and Sixth Form College is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

### **Health & Safety**

- The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

### **Policies & Procedures**

- The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

### **Equality Act 2010**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

We will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post

Thank you for your interest in our school.

We look forward to receiving your application.

All applications should be emailed to [recruitment@sandbachhigh.co.uk](mailto:recruitment@sandbachhigh.co.uk)

