

ST MARY'S CATHOLIC SCHOOL

TITLE OF JOB: D&T TECHNICIAN

GRADE: H4

1) JOB OUTLINE

a) REASON JOB EXISTS

- To provide practical, non tutorial support in the provision of technical facilities to a D & T Department.

b) MAIN AREAS OF RESPONSIBILITY

- Maintenance
Provide a good maintenance service to ensure safe and efficient workshop facilities. Repair all machines and handtools.
- Equipment
To manufacture and maintain items of equipment i.e. make jigs, fixtures and moulds for foundry work to improve workshop facilities.
- Tooling
To maintain and repair hand and machine tools and other items for effective use
- Student work
Operate and use of video and display equipment for students in engineering, metal work, wood work, Technology and Graphics and Design Departments. Check and control of stock used in each workshop. Preparation of all materials for classes in all years.

c) EQUALITIES

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

d) HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

e) CRIMINAL RECORDS BUREAU

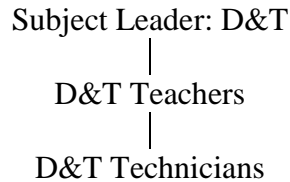
This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal Records Bureau is in the guidance notes to the application form.

f) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

2) ORGANISATION CHART



3) SUPERVISION

Generally on a day to day basis by the Head of Technology, but larger projects are dealt with at staff meetings.

4) JOB CONTEXT

- Your work in the department in Design and Technology involves the provision of all necessary materials for completion of the classwork as directed by the teacher in charge.
- Work comes in on a daily and weekly basis by the teacher in charge and according to year.

5) CONTACTS

- Head of Design & Technology
- Technology Teachers
- Office Staff
- Other Departments as necessary

6) KNOWLEDGE, EXPERIENCE AND TRAINING

- Health & Safety Certificate
- Practical experience in a jobbing or maintenance workshop
- Ability to use woodwork machines, milling machines, welding equipment etc
- Some experience in a teaching environment would be an advantage

7) PROBLEMS AND DECISIONS

- Ensuring that safety standards are observed in both equipment and machine usage
- Suggesting improved procedures and practices to assist the workshop
- Repair and maintain all machinery and equipment as required

8) DIMENSIONS

Order supplies and equipment as necessary.

9) ADDITIONAL INFORMATION

Ability to understand the work of a teaching staff to support them
Implement safety practices in the use of all equipment and machinery
Assist in supervision of pupils on external visits.

1st January 2006