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| Job Title | Design & Technology/ Food Technician |
| Primary Responsibility | To assist and support the staff and students of The Emmbrook School. |
| Salary | Grade 3 |
| Hours of Work | 15 hours a week , term time only |
| Contract | Permanent |

Job Purpose

To organise the provision of practical support for the relevant curriculum area (DT and Food) for staff and students at all key stages in the school.

To assist the respective subject leader in securing an environment in which students can safely pursue investigative practical work.

Line Management

Responsible to: Curriculum Leader for Design and Technology

Liaising with: Staff and students.

The post-holder will carry out all duties, subject to the direction of the Headteacher, in conformity with policies of the school and the Pay and Conditions of Service that are currently in force.

This job description may be subject to review, after consultation, at the request of the Headteacher.

Main Duties and Responsibilities

- Prepare materials, equipment and teaching aids for classroom use and students work, where appropriate at the direction of the teaching staff. To tidy up and clean materials and equipment, including breakages and spillages, so as to ensure a safe and hygienic working environment at all times.
- Oversee the work of small groups of students engaged in practical tasks, as requested by the subject leader under the supervision of the classroom teacher. Assist with exhibitions, demonstrations and displays as requested.
- Monitor and achieve the efficient organisation of the work and storage areas and ensure the cleanliness, safety and security of these areas at all times.
- Keep up-to-date with the latest health & safety guidance, legal requirements and good practice. Ensuring that kitchens and workshops are maintained to a high standard of cleanliness and safety at all times to meet health & safety standards.
- Issue and receive back materials and equipment. Check for missing and damaged equipment against inventories and inform the relevant teacher. Operate a system of stock control, ensuring sufficient replenishment of materials within the approved limits and recommending any additional equipment/material requirements to the subject leader. Assist in ordering stock and checking deliveries of stock when received.
- Check and test equipment routinely to ensure its good safe working order and undertake maintenance, repairs and servicing where needed and within the limits of the jobholder's skills and training. Recommend any necessary repairs or arrange further maintenance of workshop equipment. Ensure all equipment is compliant with Electrical Safety Regulations. Arrange for annual portable electrical equipment testing and ensure associated records are maintained.
- Work alongside and support teaching staff in lessons when required, to supervise one to one student activities to ensure safe working, set up complex equipment and machinery, and assist with demonstrations.