



## Design and Technology Technician Recruitment Information

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## Design and Technology Technician (Part time, term time only)

We are seeking an enthusiastic and versatile individual, with good interpersonal skills, to join our support staff. The key responsibilities of this technician role are to support the day-to-day operation of the subjects within our DT department. Specific experience of this role is not required, as training will be provided.

The successful applicant will be someone who can use their own initiative as well as being part of a supportive team and show commitment, drive and passion.

The Emmbrook is a flourishing school full of energy and high expectations. In our most recent Ofsted (October 2023) inspection we were judged 'Good' in all areas.

We offer:

- Staff induction and on-going training.
- Well-motivated, hardworking students.
- A strong commitment to staff wellbeing with significant opportunities for personalised professional development.

The job description and application form can be found on the school website under 'Our School – Vacancies'. Please email your application form to [vacancies@emmbrook.wokingham.sch.uk](mailto:vacancies@emmbrook.wokingham.sch.uk) to arrive before the closing date.

The Emmbrook is committed to proactively safeguarding and promoting the welfare of all its students and all posts are subject to enhanced **DBS** clearance.

**Closing date for applications: 9am on Monday 9<sup>th</sup> September 2024**  
(although we reserve the right to interview candidates ahead of the closing date).





## DT Technician

### Job Description

<b>Job Title</b>	Design & Technology Technician
<b>Salary</b>	Grade 3 Scp 5 – 6 Actual salary £17,224 - £17,512 - 32.5 hours per week term time only (Other hours will be considered)

### Job Purpose

To organise the provision of practical support for the relevant curriculum area 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 teaching and other related 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.*

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## 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 teaching spaces 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.



## DT Technician

### Person Specification

DT Technician		Essential	Desirable
<b>Abilities &amp; Experience</b>	Ability to undertake practical tasks	✓	
	Creative and open-minded, willing to use initiative and be innovative	✓	
	Prior experience working within schools		✓
	Good organisational skills and effective time-management	✓	
	Ability to solve problems	✓	
	Excellent interpersonal skills	✓	
	Ability to operate within a team working environment and also able to work independently when required	✓	
	Experience working within a busy, diverse environment		✓
<b>Personal Qualities</b>	Calm under pressure, adaptable and energetic	✓	
	A caring and positive attitude	✓	
	Tact and diplomacy	✓	
	A sense of responsibility	✓	
	Integrity	✓	
	A strong commitment to safeguarding young people	✓	
	Flexibility and use of initiative	✓	
	Willingness to develop new skills and knowledge	✓	
	A good sense of humour	✓	