



PHILIP MORANT
SCHOOL & COLLEGE

JOB DESCRIPTION

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| POST TITLE: | D&T Technician |
| SALARY SCALE: | Band 2 Midpoint |
| HOURS: | 15 hours per week over two days, 40 weeks |
| ACCOUNTABLE TO: | Subject Leader: Technology |
| MAIN JOB PURPOSE | To provide support to teaching staff, particularly in the preparation and cleaning/clearing of lesson materials and maintenance of equipment. |

Main Duties:

- To ensure the efficient preparation and organisation of lesson materials as required.
- To maintain and repair tools, equipment and machinery as required.
- To work alongside students in preparing materials for examination coursework under the direction of teaching staff.
- To provide assistance to all departmental staff as required.
- To maintain appropriate stocks for the department in liaison with the Subject Leader.
- To ensure the application of Health and Safety procedures and to raise awareness of H&S issues in relation to all Technology accommodation.

Other

- To undertake any training commensurate with the post.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this.