



# Brentwood School

## Design Technology Technician (Part Time)

<b>Department:</b>	Design Technology
<b>Hours:</b>	<p>This is a part-time role, working 3 days per week (Mondays, Tuesdays and Thursdays), term time only, plus one Saturday per year for Open Day and three weekdays before the start of each academic year.</p> <p>Hours of work: 7.45am - 4.15pm</p>
<b>Report to:</b>	Head of Design Technology
<b>Job Purpose:</b>	To support the Head of Department and teaching staff with the preparation of resources, operation and maintenance of workshop machinery/tools, lesson support and administration.
<b>Key Responsibility/ Accountability</b>	<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"><li>• Observe strict Health &amp; Safety guidelines and keep knowledge of this area up to date. This will include:<ul style="list-style-type: none"><li>• Reviewing risk assessments;</li><li>• Updating the COSHH register;</li><li>• Carrying out safety checks on machinery, maintaining machinery and keeping records;</li><li>• Carrying out LEV checks, maintaining LEV and keeping records.</li></ul></li></ul> <p><b>Pupil Support</b></p> <ul style="list-style-type: none"><li>• Assist individual or small groups of pupils in completion of practical tasks with prior arrangement of the class teacher.</li><li>• Assist pupils in the procurement of materials or components for their practical work.</li><li>• Assist pupils individually or in small groups using equipment requiring close supervision, such as brazing hearth, lathe, welding etc. Training will be required for this to be delivered safely.</li></ul> <p><b>Department Development</b></p> <ul style="list-style-type: none"><li>• To help in the planning and production of storage systems for use within the department.</li><li>• To help in the planning and production of project work for use by pupils.</li></ul>

	<ul style="list-style-type: none"> <li>• To help in the planning and production of teaching aids for use within the department.</li> <li>• To help with the clearance of redundant equipment or pupil work to provide the best use of department space.</li> <li>• To share knowledge and good practice among staff and pupils.</li> </ul> <p><b>Day to day running</b></p> <ul style="list-style-type: none"> <li>• To prepare materials and equipment for use by pupils and staff.</li> <li>• To order materials and equipment as requested by staff</li> <li>• To monitor stock levels of 'staple' materials and consumables and re-order as appropriate.</li> <li>• To maintain accurate records of ordering and capitation status.</li> <li>• To maintain tools and equipment in good working order ensuring that they comply with current health and safety regulations.</li> <li>• To organise photocopying of work through the reprographics department and laminate work at the request of staff.</li> <li>• To occasionally photocopy teaching materials at short notice at the request of staff.</li> <li>• To prepare and maintain displays of pupil work.</li> <li>• To check extractors and filters on machinery regularly and clean or replace when necessary, ensuring records are kept and updated. Training will be required for this to be carried out effectively.</li> <li>• To repair (where possible) tools and equipment which have been damaged.</li> <li>• To check rooms at the end of each day to ensure good order is maintained. This should include shutting windows, putting away tools and equipment and checking that equipment is clean, as needed.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Attending department meetings when necessary.</li> <li>• To liaise with maintenance staff when necessary to maintain the good order of the department.</li> <li>• To be available for events involving the department outside of the normal school day as is considered reasonable by the Head of Department.</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• A strong knowledge of Design &amp; Technology and a genuine interest in the use and maintenance of workshop equipment.</li> <li>• Knowledge of CAD / CAM systems, or qualifications in the safe operation of workshop equipment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Good organisational, communication and IT skills, including the ability to use Microsoft Office (Word, Excel, Powerpoint) and Google.</li> <li>• The ability to work as part of a team, as well as using own initiative and to work effectively unsupervised to complete set tasks.</li> <li>• Self motivated, with the ability to manage and organise own time and resources effectively, ensuring deadlines are met.</li> <li>• Effective interpersonal skills, including demonstrating a positive, friendly and approachable demeanour and enabling others to contribute positively to the work of the team.</li> <li>• Demonstrates flexibility and cooperation, and a willingness to undertake a wide range of tasks.</li> <li>• DATA (Design And Technology Association) Health and safety training would be an advantage.</li> </ul>
	<p><i>To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to your line manager or the School's Designated Safeguarding Lead.</i></p>
	<p>To find out more about this role please contact the HR Department at <a href="mailto:hr@brentwood.essex.sch.uk">hr@brentwood.essex.sch.uk</a> who will be able to put you in touch with the Head of Department, Jennifer Shufflebotham</p>