

MARDEN HIGH SCHOOL

JOB TITLE: Design Technology /STEM Technician

SALARY: Grade 5

Responsible to and mentored by: Curriculum Leader, Design & Technology

Person Specification for all staff at Marden High School

We want all staff at Marden to:

- Be committed to raising standards and continuous improvement
- Relate well to our students
- Put students' needs first
- Be self starters and aim for the best in what they do
- Have confidence and competence in the use of ICT
- Be a team player
- Communicate well
- Be positive and co-operative, especially in times of change
- Review what they do regularly
- Respond positively to monitoring and evaluation

OVERALL RESPONSIBILITY

- To assist all teaching staff in providing pupils at Marden High School with a relevant and effective Design & Technology and STEM experience and ensure high levels of achievement.
- To be responsible for the implementation and maintenance of design technology and STEM equipment and ICT systems and their use within the department.

PRINCIPLE RESPONSIBILITY AREAS

- To be proficient in the use of the full range of CAM equipment within the Marden High School Design and Technology Department.
- To support the development and delivery of Computer Aided Design & Manufacture in D&T and STEM subjects.
- To support the development and delivery of Manufacturing processes in D&T and STEM subjects.
- To assist Technology staff in developing appropriate resources for teaching and learning.
- Under the direction of the Curriculum Leader, to ensure that all Health & safety requirements are met.
- To assist in administrative duties.
- To maintain and monitor consumables and equipment in D&T and STEM to ensure all pupils are able to access a wide range materials and processes as part of their Technology provision.
- To assist teaching staff in promoting and raising the profile of D&T and STEM within and outside School.
- To support the development and delivery of Computer Aided Design & Manufacture in D&T and STEM.

Key tasks

- To prepare materials & equipment for practical lessons.
- To carry out daily visual checks of all machinery, before being used by students.
- Ensuring cleanliness in the department, including maintenance of machinery and equipment in accordance with Health & Safety requirements.
- Carry out weekly Health and Safety checks on all equipment and machinery and report directly to the Subject Leader. To arrange for the regular safety inspections of all machinery and equipment, including the

inspection of dust extraction.

- To keep sinks and work tops clean; keep stock rooms and tool cupboards clean, tidy and in good order. To liaise with the Bursar/Caretaker if the standard of cleaning falls below an acceptable level.
- To become familiar with Health and Safety issues as they apply to Design Technology and assist the Subject Leader in the production of Risk and COSHH assessments.
- To control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health & Safety, COSHH and ESCC regulations are adhered to. To maintain all necessary safety signs adjacent to machinery.
- To maintain and monitor stock control, keep stock records, receive equipment and materials.
- To assist the Curriculum Leader in the ordering of materials and equipment.
- To carry out weekly material and equipment checks across all Technology rooms, and maintain a record of all equipment checks.
- To assist staff in the production and updating of Technology displays within the school.
- To assist in the use of the range of CAD/CAM equipment and provide support during lesson time and after school intervention groups.
- To provide technical support to staff and students during lesson time as required.
- Advising staff on practical improvements to the workshop.
- To ensure the technician's workshop area is kept secure, clean, tidy and free from all hazards.
- To assist staff in preparing and setting up display materials, remove and display items of work around the school, as and when requested.
- To ensure each teaching area is locked and secure when not in use, and all power is turned off where appropriate.

Other Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/ professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development, as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Be prepared to undertake the duties of a First Aider

This is an illustrative list of main tasks and is not intended to be exhaustive or exclusive. Duties may be added or removed as part of the regular staffing review process.