



Marden High School

Job Description

Post	Science / Design Technology Technician
Scale	Grade 4
Responsible to	Head of Departments

Main Duties of the Post

Under the instruction/guidance of senior staff: provide general support in a specific curricular/resource area including preparation, provision and maintenance of resources and support to staff and pupils

Support for Pupils

- Support pupils in accessing learning activities under the guidance of the teacher
- Provide feedback to pupils in relation to progress and achievement

Support for Departments

- Assist to create and maintain a purposeful, orderly, clean and productive working environment
- Assist with the timely and accurate preparation and use of specialist equipment / resources / materials / apparatus as required by Head of Departments
- Assist with maintenance of records as requested
- Assist to ensure the health and safety and good behaviour of pupils at all times
- Assist with the administration of routine tests and invigilate exams if requested
- Assist in the advanced preparation of experiments where new procedures are being carried out or where staff are working upon unfamiliar procedures.
- Remind staff and students of safety procedures that may be necessary during practical lessons
- Provide clerical / administrative support as required
- Assist the curriculum teacher in practical D&T, Science and Engineering lessons as necessary

Support for the Curriculum

- Assist with monitoring and managing stock and supplies, cataloguing as required
- Assist with maintenance of specialist equipment: - check for quality /safety, undertake repairs / modifications within own capabilities and report other damages / needs to the Head of Department.
- Assist others in safe and effective use of specialist equipment / materials
- Assist with the maintenance and storage of all equipment, ensuring clear labelling and recording of its home base. Ensuring that equipment moved from its home base is done so safely and returned to its home base after use.
- Assist with maintaining the stock solutions.
- Assist to maintain checks on the use of consumable materials; accounting for all durables; cleaning materials after use if necessary.
- Advise Head of Department of stock situation in order that materials are replenished and that materials are being accounted for.
- Operate CAD / CAM machinery to assist students in the manufacture of practical objects.
- Manufacture resources for the D&T curriculum
- Support Food and Nutrition in the maintenance of equipment.
- Maintain D&T and Engineering machinery and tools
- Flexibility to provide support to other curriculum areas.

Support for the School

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, as required
- Participate in training and other learning activities and performance management, as required
- Be willing to undergo training on Design & Technology / Engineering equipment
- Be prepared to undergo training to become a First Aider

General

To undertake any other duties appropriate to the grade of the post