



JOB DESCRIPTION

Job Title	DT Technician
Grade	Scale 3, point 5 - 6
Hours	17.5 hours per week (44.86 weeks contract) (Term Time + 17.5 hours -INSET)
Responsible to:	Head of Department
Responsible for:	N/A

Job Purpose

- To provide general support to staff and pupils, including preparation, and routine maintenance of resources/equipment.

Main Responsibilities

- To support pupils in accessing learning activities as directed by the teacher.
- To ensure the maintenance of a clean and orderly working environment.
- To provide timely and accurate preparation of routine equipment/resources/materials as set out in instructions.
- To undertake basic record keeping as directed.
- To assist the teacher with learning activities ensuring health and safety and good behaviour of pupils.
- To provide clerical/administrative support e.g. telephoning to make enquiries, arrange visits, organise visiting speakers, photocopying, printing, display, collection and recording of money etc.
- To monitor and arrange orderly and secure storage of supplies.
- To provide maintenance of every day equipment, check for quality/safety.
- To carry out routine checking of equipment, repairing faults and arranging for repair where this cannot be performed in-house.
- To operate every day equipment in accordance with instructions.
- To maintain a safe working environment for staff and pupils.
- To keep up to date with developments relating to the department including the use of ICT
- To ensure rooms and equipment are kept clean and tidy and that safety regulations are met, including checking equipment
- To assist with corridor and classroom display board upkeep.

- 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 diversity 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.
- Assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities.
- Utilisation of specialist skills to support and promote the school.
- To undertake any other tasks as directed by the Head teacher commensurate with the grading of the post.
- To participate in training as required
- To assist in one other department where appropriate and/or take part in interdepartmental work.
- To liaise with the Senior Premises Officer regarding the maintenance of machinery in particular where there may be Health & Safety implications.
- To assist in the management of Health & Safety within the department and ensure that Health & Safety requirements and other regulations are observed. This may involve undertaking regular risk assessments as appropriate to the work area.
- To be responsible for First Aid in the Department and undertake training if required to assist in the provision of First Aid for the whole school as required or to assist the First Aider in the Department.

The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.

School Vision and Ethos – Encourage, Challenge, Succeed

For Heathcote School staff in general:

1. To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and students in doing the same
2. To actively support the school's school improvement priorities
3. To adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff
4. To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
5. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
6. Checking emails on a daily basis to keep up to date with issues communicated within the school.
7. To provide cover for any member of the administration team in accordance with school priorities
8. To participate in appraisal reviews, in line with school policy.
9. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction and to adhere to a high challenge, low threat philosophy.
10. To work effectively and successfully in your team within school. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil role effectively.
11. A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.
12. To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection

concerns to the designated Safeguarding Lead using safeguarding policies procedures and practice.

13. To adhere to the Whistleblowing Policy

All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.

We show respect by:

- Listening to what others have to say
- Thinking about our body language and demeanour
- Praising in public and challenging in private
- Working within an ethos of high challenge and low threat

We show responsibility by:

- Being proactive
- Keeping to deadlines
- Being consistent
- Being on time
- Doing our jobs to the best of our ability
- Offering help and support to others when needed
- Always being ambitious and solution-focused

We show integrity by:

- Owning up to mistakes
- Being open, reflective and honest
- Having a culture of no blame
- Doing the right thing even though it may be difficult
- Treating everyone equally

CONFIRMATION OF JOB DESCRIPTION

POST: DT Technician

NAME:

I confirm that I have read this job description and person specifications

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

The job description is current at the date below but will be reviewed on an annual basis and, in consultation with you, may be changed to reflect changes in the job requirements which are commensurate with the job title and grade.

Signatures:

Signed:.....

Date.....