



Design & Technology Technician

Required to work 30 hours per week 39 weeks per year

Permanent

QEGSMAT is seeking to appoint an enthusiastic and experienced person to work at the City of Derby Academy [CODA]. CODA is an 11-16 school whose educational philosophy is to improve the life chances of all of our students. The school is rapidly improving and is a rewarding and exciting place to work.

The City of Derby Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

We offer candidates:

- Support, mentoring and professional development appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has excellent transport and enjoys state of the art resources.

You will be working with a team committed to embedding excellence in everything we do.

We are committed to the protection of children and vulnerable adults. Appointment is subject to a clear DBS check to an enhanced level.

If you would like to be part of this exciting school community, please visit www.qegsmat.com where you will also find the job description and application forms. Alternately, you can contact us at hr@qegsmat.com.

Closing date for applications: Friday 12th October 2018 Noon

Interview date: Week commencing 15th October 2018

Salary: Scale 3 - 16,363-17,513 (pro-rata £11,170 - £11,955)

Start date: To be discussed at interview – no later than January 2019



JOB DESCRIPTION

Post title: Design & Technology Technician

Responsible to: Head of Department

Scale: Scale 3

Weekly hours: 30

Weeks per Annum: 39

MAIN (CORE DUTIES)

- Preparing equipment and materials, including hand-outs, required for demonstrations and for practical work to support lessons.
- Setting up and testing demonstration experiments and ensuring that they will work satisfactorily.
- Assisting pupils and teaching staff with classroom practical's and demonstrations.
- Cleaning of apparatus (e.g. Machinery) used by teaching staff, and by pupils if it is difficult or dangerous.
- Maintaining apparatus and equipment in good working order, advising any improvements which can be made in this respect and reporting equipment for repair if outside the capabilities of the Technician.
- Construction / preparation / modification of simple teaching aids.
- Inspection, maintenance and correct use of safety equipment.
- Operating an efficient system for stocking, storing, transporting and distributing all items used within the Academy.
- Operating documentation systems (cataloguing, filing, worksheets, etc).
- Maintaining a good stock of necessary materials and operating and administering stock control and ordering procedures, preparation of requisitions (orders), obtaining quotations, checking deliveries and co-ordinating common stock between sections.
- Familiarising him/herself with all relevant Health and Safety procedures and legislation.
- Developing working practices, in line with Academy policy and practice, to safeguard the Health and Safety of all staff and pupils in authorised Academy activities, both on the Academy premises and elsewhere, including the maintenance of legal chemical records (COSHHE).
- Participating in the Academy performance and review programme including job related training.
- Any other duties deemed to be appropriate to the role.
- Participation in arrangements for further job specific training and development for technicians.

- All adults employed by the Academy are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.
- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.



QEGSMAT

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Educated to at least GCSE level in English, Science and Mathematics 	<ul style="list-style-type: none"> Other qualifications relevant to role
Experience	<ul style="list-style-type: none"> Knowledge of Health & Safety legislation as it relates to the work of a school Knowledge of Health & Safety legislation as it relates to the work of a school Knowledge of Health & Safety legislation as it relates to the work of a school 	<ul style="list-style-type: none"> Background in a Technology environment
Personal and Professional Skills and Attributes	<ul style="list-style-type: none"> Ability to carry out risk assessments Ability to prepare equipment and materials for lessons, as requested by the teaching staff Highly motivated and enthusiastic High professional standards Ability to work effectively as a member of a team Ability to establish positive relationships with pupils Ability to work in an organised and methodical manner High quality organisational skills 	<ul style="list-style-type: none"> Ability to design, develop and maintain specialist resources Ability to maintain a range of tools and equipment