

**Holmer Green Senior School is committed to the welfare and safeguarding of all its students and therefore all appointments are made subject to satisfactory Enhanced DBS, qualification and pre-employment checks**

**We will carry out an online search (including social media) as part of our due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview. Shortlisted candidates will also be asked to complete a safer recruitment self-declaration form before interview**

## **Job Description**

### **Resistant Materials Technology Technician**

#### **Principal Responsibilities**

To support the Technology Faculty

**Responsible to:** The Headteacher via the Head of Design and Technology

#### **Duties and Responsibilities**

- To be committed to the safeguarding and well-being of all students and to follow school Policy and procedures in this regard
- Raise student attainment by supporting staff within the Design and Technology Department by meeting efficiently and effectively the support requirements of individual staff, students and groups of students in order to support teaching and learning
- Form professional and collaborative working relationships with colleagues
- Set a good example to students, parents and other visitors to the school through presentation and personal professional conduct
- Ensure the maintenance of a clean, safe and orderly working environment with Design and Technology teaching areas
- Prepare materials and equipment for lessons
- Organise and monitor safe storage of equipment and materials
- Provide in class support with practical work & work 1:1 with pupils as directed by teaching staff
- Have due regard to Health and Safety procedures governing the use of practical equipment within the Design Technology area

#### **General Maintenance**

- Ensuring student work storage areas are tidy
- Ensuring material preparation areas are tidy
- Empty wood bins as they become full
- Upkeep teaching areas T1, T2 and T5 and the corridors connecting them

#### **Material Preparation**

- Prepare materials for individual pupils & for whole classes by cutting timbers & polymers to size using various machinery.
- Oversee the use of and prepare students' work using CAD/CAM equipment Preparing pupils laser cutting & 3D prints ready for lessons
- Assist with setting up resources for lessons and tidying away at the end of the lesson and check all tools are put away after practical sessions

### **Administrative Tasks**

- Data sheets such as CLEAPPS and COSHH should be kept up to date for all substances stored
- Monitor the status of IT equipment and inform IT technicians if attention is needed
- Order items as requested by faculty staff and for replenishment purposes
- Order consumables – nuts, bolts, screws, blades, glasspaper, etc
- Check store cupboard – re-order items when last or nearly last items are issued
- Order, in accordance with Health and Safety regulations (eg low fume solder, soldering irons, low melt glue guns, safety goggles, aprons, etc.)
- Put away and organize deliveries
- Keep a record of student contributions
- Photocopy as required

### **Organisation of Storage**

- Keep all storage areas tidy and organised at all times
- Keep all consumables stocked up ready for lessons
- Keep all stock clearly labelled and accessible at all times
- Ensure all stock is stored in a safe and secure manner
- Keep an up to date register of all COSHH substances stored

### **Skills Required**

- Ability to perform general administration duties and maintain records

### **General Requirements**

- Actively seek to develop professionally
- Participate in the school appraisal process
- Work within the terms and conditions of Bucks Pay employees
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Disclosure and Barring Service
- In accordance with the provision of the Disability Discrimination Act 1995, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

### **Postholder**

Name .....

Signature .....

Date .....

### **Headteacher**

Name .....

Signature .....

Date .....