



Highams Park School

An independent state

funded Academy

Principal - Mr N Armsby BA (Hons) PGCE, MA, NPQH

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Post Title:	SENIOR DT TECHNICIAN
Salary/ Grade:	GRADE 4 (Pts 7-11)
Responsible to:	HEAD OF DEPARTMENT
Weeks:	39 Weeks Per Year (Term Time Only)
Hours:	35 Hours Per Week

Job Purpose

Duties include preparing tools/equipment and materials for lessons and supporting pupils/students with practical tasks. Good organisational skills are essential.

Responsibilities

- Carry out routine Health & Safety checking of equipment and reporting all faults to the Head of Department
- Deal with photocopying/printing requirements
- To keep in clean working order all machines in the Construction Materials department
- To maintain stock and purchase materials when needed.
- Communicate with suppliers to sort out any issues/problems with orders
- To operate and maintain a store system for all tools/equipment and materials (Timber & metal).
- Etching of PCBs for all electronics projects
- To support and assist in the workshops during lessons.
- Preparation, issue and collection of all materials and equipment prior to and after practical sessions
- Preparation and setting up of materials required by teachers for demonstrations
- Discuss issues with staff. E.g. suggest changes to tools lists, problems with students' 2d design etc.
- Complete cutting tasks for years 10-13
- To maintain/design/make classroom aids and displays
- To be responsible for the safe cooling and storage of pupils/students' practical outcomes (eg Brazing Hearth).
- To liaise with other support staff to ensure resources and ICT are always available and operable

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills, and grade.

Person Specification

Essential

- Good organizational skills
- Successful experience working in specialist area in learning environment NVQ Level 2 or equivalent in specialist area
- Excellent working knowledge of equipment and ICT packages relevant to specialist area
- Ability to negotiate effectively with adults and children

Desirable

- Basic knowledge of First Aid and general understanding of the school
- Knowledge of Machines such as Circular saw, and band saw with relevant certification.
- PAT Testing Certification