



**FOREST HILL SCHOOL**

Dacres Road, London SE23 2XN

Boys 11-16, Mixed 16-18

Tel. 020 8699 9343

[www.foresthill.lewisham.sch.uk](http://www.foresthill.lewisham.sch.uk)

**POST TITLE:** Design Technology Technician  
**RESPONSIBLE to:** Teaching and Learning Lead of Art & DT  
**SALARY GRADE:** Scale 3

The post holder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and good policies.

**The Governing Body reserve the right to amend the job description at any time after consultation with the post holder.**

<b>MAIN PURPOSE</b>	Provide technical support for the work of teachers specialising in Design Technology.
<b>MAIN ACTIVIES AND RESPONSIBILITES</b>	<p><b><u>Design &amp; Technology, Resistant Materials:</u></b></p> <ol style="list-style-type: none"> <li>1. To undertake cleaning and routine maintenance of a range of faculty machinery and tools.</li> <li>2. To negotiate with outside agencies to carry out repairs, specialist maintenance and regular safety checks.</li> <li>3. To move or set up mobile machinery as requested by teachers.</li> <li>4. To undertake any specialist cleaning of Design Prep room and classrooms as required by line manager.</li> <li>5. To prepare a range of materials for faculty use/teaching purposes.</li> <li>6. Demonstrate and assist in the safe and effective use of specialist equipment/materials.</li> <li>7. To assist line manager with control and maintenance of stock and ordering.</li> <li>8. <b>Supplies stock control</b> – Ensuring all stock deliveries are checked and stored appropriately and that stock is monitored.</li> <li>9. <b>Preparation for practical lessons</b> – Ensuring that resources and equipment are prepared and set up for lessons according to teacher’s requests.</li> <li>10. <b>Preparation of resources</b> – Completion of photocopying, laminating and display tasks.</li> <li>11. <b>Maintenance of an organised environment</b> - Ensuring that all</li> </ol>

	<p>resources and equipment are appropriately stored. Deliveries to the department are checked, unpacked and put away. This also includes the organisation of materials at the end of practical lessons</p> <p>12. <b>Support with the exam process</b> – <i>The organisation and documentation of exam work, including mounting and display for the moderation process</i></p> <p><b>You may be required to support with Art and Photography where needed.</b></p> <p><b>Support of pupils and teachers as required:</b></p> <ul style="list-style-type: none"> <li>• Work will be based on both termly, weekly and daily requests but the post holder must work with initiative to ensure all responsibilities are covered and that deadlines are met.</li> <li>• Create and maintain a purposeful, orderly and productive working environment</li> <li>• Contribute to planning, development and organisation of systems/procedures/policies.</li> <li>• Always promote and ensure the health and safety and good behaviour of pupils</li> </ul>
<p><b>SUMMARY OF RESPONSIBILITIES</b></p>	<p><b><u>Support for Pupils:</u></b></p> <ol style="list-style-type: none"> <li>1. Use specialist skills/training/experience to support pupils</li> <li>2. To ensure the Product Design and Resistant Materials areas are safe and stimulating environments and are a safe place to work and learn.</li> <li>3. To support in the delivery and demonstration in partnership with the teacher.</li> </ol> <p><b><u>Support for the curriculum:</u></b></p> <ol style="list-style-type: none"> <li>1. To maintain and control systems for storage, stock control and ordering of consumables and items of capital equipment in liaison with Head of Department to the departmental budget</li> <li>2. Maintenance of specialist equipment; check for quality/safety; undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others</li> <li>3. Demonstrate and assist in the safe and effective use of specialist equipment/materials</li> <li>4. Provide specialist advice and guidance as required</li> </ol> <p><b><u>Support for the school:</u></b></p> <ol style="list-style-type: none"> <li>4. 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</li> <li>5. Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop</li> </ol>

	<ol style="list-style-type: none"> <li>6. Contribute to the overall ethos/work/aims of the school</li> <li>7. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils</li> <li>8. Attend and participate in regular meetings</li> <li>9. Participate in training and other learning activities and performance development as required required and ensure training is implemented to support the progress of the students and smooth running of the department</li> <li>10. Recognise own strengths and areas of expertise and use these to advise and support others</li> <li>11. Assist in the supervision, training and development of staff</li> <li>12. Implement planned supervision of pupils out of lesson times eg. clubs/extra-curricular activities</li> </ol> <p>Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.</p>
<b>EQUALITIES</b>	<p>Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.</p> <p><b>This post requires a commitment to and an ability to contribute to safeguarding and promoting the welfare of children and young people.</b></p>

## PERSON SPECIFICATION

<b>EXPERIENCE (Essential Requirements)</b>	<ul style="list-style-type: none"> <li>• Experience of working with food and design either professionally or within the home</li> </ul>
<b>QUALIFICATIONS/TRAINING (Essential Requirements)</b>	<ul style="list-style-type: none"> <li>• NVQ 3 or equivalent qualification or experience in relevant discipline</li> <li>• Good numeracy/literacy skills</li> </ul>
<b>KNOWLEDGE/SKILLS (Essential Requirements)</b>	<ul style="list-style-type: none"> <li>• Effective use of ICT and other specialist equipment/resources</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation including Safeguarding policies relating to social media</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work independently, using own initiative, to meet deadlines</li> <li>• Ability to work as part of a team, to help staff and students to progress in the area of product design, resistant materials</li> <li>• An awareness of the need for a safe, hygienic and stimulating working environment</li> <li>• An understanding of the requirements of working to a tight budget</li> <li>• Excellent communication and interpersonal skills</li> </ul>
<b>APTITUDE</b>	<ul style="list-style-type: none"> <li>• Ability to use initiative, using own initiative to meet deadlines</li> <li>• Ability to learn and use new systems quickly</li> <li>• Able to work flexibly adapting to changes in work priorities as needed</li> <li>• Able to maintain confidentiality in all circumstances</li> <li>• Ability and commitment to provide a quality responsive service, demonstrating professional and tactful approach to work and dealing with customers</li> <li>• Ability to advise managers and others correctly and in appropriate manner.</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Flexibility of approach to working hours when required, with notice, to attend meetings or to work outside of core working hours</li> <li>• The understanding that working in schools will sometimes, with notice, entail the preparation for and attendance of evening celebration events and performances</li> <li>• The understanding that working in schools will often require working to tight deadlines</li> <li>• Reliable attendance and time keeping</li> <li>• Must meet London Borough of Lewisham requirements for the post.</li> </ul>
<b>EQUALITIES</b>	To operate a positive commitment to the Council's Equality and

	<p>Diversity Policy and to ensure that it is implemented within the service area of the post.</p> <p><b>This post requires a commitment to and an ability to contribute to safeguarding and promoting the welfare of children and young people.</b></p>
<b>CICUMSTANCES</b>	<p>The person undertaking this post must have a current enhanced DBS. If a candidate does not have this status then they will be required to complete an application only if recruited to this post.</p>