

Job Profile

Insert School				
Job Number	Post Title	Grade	Points	Date
AA6974 (formerly C1261)	D&T Technician (Health & Safety Co-ordinator)	Grade 4	361 NJC	April 2008

Reporting Relationships

Responsible to: Head of D & T

School Purpose and Values

Learning is what we are about. We want our students to be fully engaged in their learning and to recognise that they have a part to play in their own education. To foster this our students are taught how to learn through the development of personal learning and thinking skills alongside co-operative learning. These skills provide the qualities needed for success in learning and life.

Purpose and values of department

The Department is moving forward at a rapid pace. Teaching and Learning has massively improved due to a range of new initiatives and a clear focus on enabling every child to achieve their potential. New schemes of work across all the key stages have ensured that lessons are skill based and that classroom interaction is dynamic and stimulating. Accurate assessment is essential and this year we have placed a huge emphasis on making both formative and summative assessment far more rigorous.

Statement of Purpose

To work under the direction and instruction of senior staff to provide general technical support to the D&T department, and to produce reports and co-ordinate remedial works to ensure the school meets its Health & Safety obligations.

Support to the Classroom

- Provision of support services to the teaching staff in organising requirements for their work.
- Preparation of materials to exact specification from stock as directed and clearing away equipment. This entails the use of metal cutting, milling, turning machines and wood conversion machines (planer/thicknesser, circular saw and bandsaw).
- Assistance to teaching staff with demonstration lessons and practicals.
- Oversight of specialised teaching areas, stores and/or preparation rooms and arrangements for maintenance and repair services to equipment and working surfaces.
- Assisting in the maintenance of safety standards in the departments.

Administration

- Maintenance of stock and breakage records, catalogues and user manuals.
- Ordering, receiving and accounting for new stock and equipment.

Resources

- Assist with the development of resources by:
 - Making of models and fixtures.

- The design and making of the jig, fixtures, racks, tool trays.
- Operation of audio-visual equipment and arrangement for appropriate maintenance and servicing.
- Prepare and make teaching aids as required working on own initiative.
- Design and construction of apparatus.

Health, Safety and Security

- Tool Maintenance- familiarisation with competence in:
 - Sharpening techniques for edge and point cutting and marking tools e.g. wood planes, chisels, twist drills, scribes etc.
 - Routine maintenance of hand and machine tools, including adjustment for wear and tear.
 - Undertake water testing throughout the school in line with County Council guidelines, liaising with the Site Manager to rectify problems.
 - To be responsible for completing Fire Safety Risk Assessments.
 - To be responsible for coordinating the six monthly Health & Safety Self Evaluation.
 - Carry out other whole school H & S duties as directed.

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Person Specification
D&T Technician (Health & Safety Co-ordinator)
Level 2

Minimum Criteria for Two Ticks *	Criteria	Measured by
	<p>Experience</p> <ul style="list-style-type: none"> • Experience in a related discipline. 	A/I
	<p>Qualifications/Training</p> <ul style="list-style-type: none"> • Good numeracy and literacy skills. • NVQ2 in Laboratory and Associated Technical Activities (LATA) Educational or NVQ2 School Support Staff, or other appropriate equivalent qualification or experience. 	
	<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Good standard of practical knowledge. • Good understanding and ability to use relevant equipment/ technology. • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. 	A/I
	<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	A/I

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the
SSC Recruitment Team on 01785 276480