



Manor High School

Excellence - Inspiration - Care - Respect

Copse Close, Oadby, Leicestershire LE2 4FU

Phone: 0116 271 4941 Fax: 0116 272 0277

admin@manorhigh.leics.sch.uk

www.manorhigh.leics.sch.uk

Headteacher: Mr L Powell

Job Description

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/ or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.

Job Title:	Design Technology Technician
Grade:	Grade 5
Salary:	£13,053 - £13,350 per annum (76.75%FTE) PAY AWARD PENDING
Hours:	32½ hours per week, Monday – Friday, term time plus two weeks
Responsible to:	Head of Design Technology
Job Purpose:	To support teaching staff and students to maximise achievement by carrying out a wide range of technical and non-technical duties to ensure safe and effective delivery of Design technology

- Management and preparation of resources in Design Technology ensuring that all materials and equipment required for lessons are available.
- Provide in-lesson support to students to enable them to maximise their use of lesson time.
- To have a working knowledge of the necessary Health and Safety guidelines, and advising students to ensure safety.
- Undertake the cleaning and coordination of machinery/equipment maintenance, to maximise its usage and ensure it is kept in a good state of repair.
- To use CAD/CAM to produce students work and support the teachers. Gathering files from email to produce whole class cutting files in 2DD. (Training would be available to the right candidate).
- Maintain records of stock usage, advise teachers of the availability or financial feasibility of obtaining materials required by students, and manage the ordering and collection of payments.
- Provision of general support activities, e.g. carrying equipment, administration, taking deliveries, etc.

Any other duties required commensurate with the grade.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.



OAK Multi Academy Trust

(Trading as Manor High School)

Registered Office: Copse Close, Oadby, Leicestershire LE2 4FU

Company number: 07695364 (Registered in England and Wales)





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Person Specification

Job Title: **Design Technology Technician**

Grade: **5**

ATTRIBUTES	REQUIREMENT	
	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> Minimum of 5 GCSEs grade A - C including Maths and English 	<ul style="list-style-type: none"> Design or Art related qualification Mechanical or engineering background Health and Safety qualification First Aid qualification
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Work experience in a similar / related post 	<ul style="list-style-type: none"> A minimum of two years experience of using and maintaining workshop machinery CADCAM knowledge/experience Knowledge of Health and Safety guidelines Experience of working in an educational environment
SKILLS	<ul style="list-style-type: none"> Ability to use initiative Ability to respond flexibly to changing demands Proven organisational skills Excellent interpersonal skills Competent IT skills – MS Office Suite Self-motivated Ability to prioritise workload Ability to work speedily and efficiently Ability to work independently and take decisions when appropriate Ability to be proactive and predict needs 	
ATTITUDE AND TEMPERAMENT	<ul style="list-style-type: none"> Adaptability Reliability Dedication Commitment Integrity and discretion Resilience 	<ul style="list-style-type: none"> To be able to inspire students to achieve excellence in Art and Design Technology



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