

## Job Description

<b>Job Title:</b>	<b>SENIOR DESIGN &amp; TECHNOLOGY TECHNICIAN (Hospitality &amp; Catering)</b>
<b>Grade</b>	<b>Band E (Scale Points 5-7) Salary details at appendix 2</b>
<b>Hours:</b>	<b>22.5 hours weekly – ideally over 3 days a week with availability on Fridays being essential, 40 weeks per annum</b>
<b>Reporting to:</b>	<b>Curriculum Leader (CL) and Assistant Curriculum Leader (ACL) Design &amp; Technology</b>
<b>Department:</b>	<b>Design &amp; Technology department</b>

### **Main Purpose of Job**

Under the overall direction of the CL Design & Technology, provide technician support in ensuring that health and safety standards are met, and appropriate assistance is given to staff and students in lessons.

### **Key areas and activities**

#### **Development**

1. To co-ordinate the use of resources within the department and provide assistance in the practical needs of the design & technology curriculum, including liaising with teaching and support staff in and outside the department. This is likely to involve:
  - Maintaining hygiene standards in the food practical rooms and overseeing safe storage of food & equipment
  - Assisting with the provision of ingredients for students as needed
  - Supporting students in practical and theory lessons, predominantly in Food but also in other specialisms if needed
  - Assisting with and setting up of demonstrations and lesson materials
  - Preparing resources and helping to keep information banks up to date and in order, e.g., software, worksheets.
  - Carrying out risk assessments for technician activities and reporting problems.
2. To contribute to the development and maintenance of specialist resources. This may include:
  - Inspecting equipment to ensure that health and safety requirements are met.
  - Organising the maintenance of equipment and any necessary disposal.
3. To support the CL and ACL Design & Technology to ensure the availability of suitable materials and equipment.
  - Compiling orders
  - Liaising and negotiating with suppliers, the finance and other departments.
  - Sourcing, costing and suggesting economic alternatives to maintain stock levels.

- Keeping up to date records of stock.
4. To ensure the maintenance of a healthy and safe working environment through:
- Keeping up to date with current procedures and practices through continued professional development.
  - Ensuring all Health and Safety records and inspections are kept up to date and available for inspection in conjunction with the Facilities Manager.
  - Ensuring all Student training records (year groups) are maintained to provide historical evidence of equipment/machinery training.
  - The provision of technical advice and support on health and safety to teaching staff.
  - The safe treatment and disposal of used materials and hazardous substances where appropriate.
  - The healthy and safe storage and accessibility of equipment and materials
  - Working with teaching staff to keep rooms clean and tidy with respect to the materials being used, in order to promote good practice from pupils.
  - Maintaining and updating displays
5. Additional Duties:
- Assisting with the organisation of outside visits
  - Collating and organising materials for cover lessons
  - Provide classroom support when required
  - Assisting with the organisation of A level and GCSE and any other practical Examinations
  - As a technology specialist to particularly assist with special needs students.

## **OTHER**

In common with many other support staff in school, take a share in provision of occasional support in other areas of the school, for example, exam invigilation, presence in sixth form study area, staff duties and so on.

## **Health and Safety**

The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with government and school policies on health and safety and to complete training in the relevant areas to meet all safeguarding and health and safety standards as detailed in SuAS policy.

### **General Entitlement to:**

1. Access to the line manager, the CL and ACL Design & Technology and other key contacts, as necessary.
2. An annual development review, which includes the setting of individual performance targets in line with the established school procedure.
3. Time and opportunity for professional development, in an appropriate form.

### **Requirements**

- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.

- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.

## **Notes**

- Stratford-upon-Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

# **Appendix 1**

## **Support Staff Posts**

### **Corporate**

- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, pupil progress and wellbeing, and any external or collaborative arrangements with which the school is involved
- Contribute to the effective operation of support services
- Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
- As part of a team of support staff, provide assistance with the invigilation of examinations if required
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

### **Working with Students**

1. As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits, general staff duties etc.
2. Be prepared to engage in elements of guidance or instruction to pupils in line with specific job role, area of interest or expertise.

### **Membership of Groups**

1. From time to time, take the opportunity to be involved in working groups, designed to enhance the learning or operational aspects of school life.

# **Appendix 2**

## **SENIOR TECHNOLOGY TECHNICIAN**

### **Terms and Conditions of Employment specific to the post**

#### **Working Hours**

The post is for 22.5 hours per week, ideally over 3 days a week with availability on Fridays being essential. The actual timings will be by agreement with the line manager, in line with general school policy based on 08:15 – 16:25.

A lunch break of 40 minutes will be taken at a mutually agreed time, by agreement with the line manager. Where 6 hours or fewer are worked per day, it may be possible to omit the lunch break

Working weeks will be 40, comprised of 38 weeks of school term, plus 5 training days and 1 week to be worked during the school holidays; actual training day dates to be designated on a year-by-year basis. Staff working less than a 37-hour week will work pro-rata training day hours, either pro-rata on each training day OR a pro-rata number of training days, by agreement with HR.

There is provision for additional hours worked to be taken as TOIL, or in certain cases, remunerated as long as they are for reasons connected with school development, clearly justifiable and appropriately authorised in advance.

### **Holidays**

- a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
- b) All holidays are deemed to be taken within school holidays.
- c) The allocation of holidays against which pro-rata payment is made is 22 days for new entrants to schools, academies or local government. 25 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days

### **Other Benefits**

- Free car parking, subject to availability
- Wellbeing employee assistance programme
- Contributory pension scheme

### **Remuneration**

Starting salary for a full-time post at Band E (points 5-7) is within the range £25,583 to £26,403 starting point depending on experience and qualifications.

The actual salary for the hours / weeks worked will be in the range £13,477 to £14,265 subject to any continuous service.

*The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme.*

*This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an Enhanced DBS and requires a children's barred list check.*