

**Cams Hill School**

**Job Summary & Person Specification**

**Job Title: Curriculum Assistant Technician – Design and Technology**

**Matched to Hampshire role profile: 01285**

**Grade B**

**Department: Business Administration, HR and Communications**

Job Purpose:

To provide efficient and effective technical curriculum support to the Teaching staff and Design and Technology (D&T) Technician within the D&T department.

Main responsibilities:

Preparation, checking and maintenance of classrooms, resources, machinery, materials and equipment for D&T lessons

To support SEN children in the department as and when required

To assist in the development of new resources

Stock control, ordering and checking of orders and deliveries

Maintenance of inventory

Construction of jigs and formers as required, sharpening of tools and building of racking and storage systems if required

Checking of printers and restocking with paper

Cleaning and maintenance of laser cutters

Liaison with IT Technicians and external contractors where necessary regarding repairs and maintenance of equipment

Assisting pupils with practical work and supervision of pupils out of lessons, including before and after school, at break and lunchtimes (ie clubs, extra-curricular activities)

General duties in support of the technicians and teachers in the school.

Photocopy and file worksheets, exam papers and revision packs as requested

Be familiar with the use of the audiovisual, computer and electronic equipment in the departments and be able to set them up for use with a class

Set up and use IT equipment where appropriate, with a good level of IT literacy to assist with internet communication and searching, producing lists, worksheets, etc

Set up displays and equipment for school Open days and displays as needed on departmental display boards and whole school display boards throughout the course of the academic year

General

Be aware of and comply with policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person

Contribute to and promote the overall ethos/work/aims of the school

Ensure that all information of a confidential nature gained in the course of duty is not divulged

Ensure the security of the school and those within it is maintained at all times

Adhere to all Cams Hill School policies and procedures within the defined timescales

Understand and support the implementation of Cams Hill School’s Health & Safety Policy and Emergency and Fire procedures, promoting safe working practice in the school

Any other duties as may reasonably be required.

Person Specification:

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| Essential Qualifications |  |
| Essential Knowledge, Skills and Experience | Good understanding of health and safety proceduresExcellent interpersonal and communication skills Ability to work under pressure and to strict deadlines Good attention to detailAbility to plan own workload and to meet deadlinesAbility to use own initiative to improve areas of practiceExcellent interpersonal, communication and organisational skillsAbility to convey information clearly and accuratelyBe committed to achieving the highest standards and accuracyBe flexible, calm, positive, enthusiastic and professionalDemonstrate the ability to communicate clearly and effectivelyBe caring towards pupils and commitment to safeguarding practices Demonstrate initiative and have the ability to make decisionsBe able to work well as part of a team but also independently |
| Desirable Knowledge, Skills or experience | Previous experience working as an assistant technician in a secondary school or similarHave an interest in setting up systems to facilitate the teaching of a subject with a practical focusHave a good understanding of health and safety and COSHH regulations in relation to both D&T and FoodBe competent in the use of IT for online ordering etcBe willing to work flexibly to meet the demands of a continually improving department |

Additional Information:

Cams Hill School is committed to safeguarding young people and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

This post is subject to an Enhanced Criminal Records check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance will need to be sought. This document is a guide to the current role and person requirements of this post. Reasonable changes may be made to the specific requirements of the job from time to time following consultation with the post-holder.