

JOB DESCRIPTION

SCHOOL: Bridgewater High School

POST DETAILS

Job Title: CDT Technician

Grade: Grade 4 (SCP 10-13)
(£13,263-£13,926 actual salary)

Location of Work: Bridgewater High School (Upper and Lower Sites)

Directly Responsible To: Head of Technology Faculty

Directly Responsible For: N/A

Hours of Duty: 32.5 hours/week: 38 weeks/year.

Primary Purpose and Scope of the Job:

Support the work of the Technology Faculty staff and pupils, by maintaining stock and equipment and providing a source of technical help and advice.

WORKING RELATIONSHIPS

Staff in the Technology Faculty, SLT.

KEY TASKS AND ACCOUNTABILITIES

- To be responsible for the maintenance and cleaning of technical specialist equipment including CAM/CNC machinery liaising where necessary with external contractors.
- To assist the teaching staff in the Faculty with the production of educational materials required by the curriculum
- To work with teachers and pupils in preparing materials required by pupils in the classroom
- To assist in the ordering, control and issue of stock (both materials and equipment) ensuring that the necessary stock items are available for the curriculum and that consumables are replaced in a timely manner.
- To support individual KS4 and KS5 pupils with practical coursework as directed by the Head of Faculty
- To work with the teaching staff to ensure that excellent standards of Health and Safety are maintained throughout the department in all areas including the safe use and maintenance of equipment, housekeeping and adherence to classroom rules including COSHH and risk assessments.

General

1. Comply with all policies and procedures, including Child Protection and Safeguarding, Health and Safety, confidentiality and data protection
2. Carry out all duties with due regard to confidentiality of students and staff at the school
3. Carry out all duties maintaining the highest levels of customer care and service and adhering to the schools' safeguarding and security policies at all times
4. Undertake such additional duties as are reasonably commensurate with the level of this post.

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

Date Job Description prepared/revised: 17/5/2018

Prepared/revised by: Adrienne Laing

CDT Technician

	Essential	Desirable
Knowledge, skills and abilities		
Relevant design and technology qualification		√
Evidence of competency in a variety of basic workshop skills	√	
Ability to keep simple accounts and stock records	√	
Computer literate with knowledge of specialist computer software such as CAD/CAM programmes		√
Ability to follow instructions	√	
Able to take the initiative when dealing with familiar tasks	√	
Willingness to seek guidance when needed	√	
Ability to work flexibility and co-operatively within a team	√	
Ability to work in an environment with young people	√	
Understanding of health and safety issues relevant to the post	√	
Experience		
5 years working with electrical and manually operated machinery including handling maintenance	√	
Experience in the use of CNC/CAD/CAM machinery		√
Experience in the use of CAD software such as 2D design, ProDesktop, Autocad, Google Sketchup		√
		√

Experience of working with pupils aged 11-18 in an educational environment		√
Qualities		
Able to prioritise and work on own initiative	√	
Well organised and able to work to deadlines	√	
Good workshop, Health and Safety and environmental awareness	√	
Awareness of educational needs of pupils		√
Able to communicate well with others and work within a team	√	
Able to relate to a wide variety of groups (pupils, staff, contractors, parents, community)	√	
Enthusiastic, positive and friendly with a 'can do' attitude.	√	
Reliable and trustworthy.	√	
Resourceful and creative	√	
This post is subject to an Enhanced DBS check		