

## Magdalen College School

***We are committed to the protection and safety of our students  
and expect all staff to share this commitment.***

### JOB DESCRIPTION

Post Title	Design Technology Technician
Jobholder	
Reporting to	Head of Design Technology
Specific responsibilities of the post	<ol style="list-style-type: none"> <li>1. To prepare materials for lessons, as required by teaching staff</li> <li>2. To support teachers in practical lesson delivery as required</li> <li>3. To order equipment and materials, as required</li> <li>4. To undertake a rolling maintenance programme on all machinery</li> <li>5. To ensure that equipment is in good working order and safe to use</li> <li>6. To manage the safe storage of equipment and materials</li> <li>7. To ensure that resources are used in a cost-effective manner</li> <li>8. To manage the department's inventories</li> <li>9. To support the preparation of materials on an occasion basis for other departments, with agreement of the head of Art, Design &amp; Technology</li> <li>10. To support the subject leader in ensuring Health &amp; Safety procedures are established and carried out appropriately</li> <li>11. To support and advise students and staff in practical lesson delivery as required</li> <li>12. To maintain own professional development to keep abreast of developments in relevant areas including health and safety and first aid</li> <li>13. To administer first aid, as required.</li> </ol>
Responsibilities as a member of staff	<ol style="list-style-type: none"> <li>1. To ensure that the safety and welfare of all students is given priority at all times</li> <li>2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise</li> <li>3. To ensure an appropriate individual response to whole school priorities</li> <li>4. To engage actively in the Performance Management Review Process</li> <li>5. To implement all school policies</li> <li>6. To attend all meetings as directed</li> <li>7. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.</li> </ol>
Personal Qualities; the post holder is expected to be:	<ol style="list-style-type: none"> <li>1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School</li> <li>2. Committed to ensuring the safety and welfare of all students at all times</li> <li>3. Committed to team work within all aspects of the school</li> <li>4. Proactive in terms of furthering their knowledge and skills</li> <li>5. Punctual for all commitments</li> <li>6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.</li> </ol>

	This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.
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Signed:

.....Staff member

.....Line manager

.....Date