

JOB DESCRIPTION



Job Title: Creative Design Technician

Post Number:

Responsible to: Head of Design & Technology

Scale Point: 4B

Overall Purpose of the Job: To provide the technical and general support necessary to assist teaching and learning within the technology department:

Principal Accountabilities:

To assist the teacher throughout the lesson, responding to all student/staff queries including the use of equipment.

Assisting the teacher with the supervision of students throughout the lesson.

Produce displays for the classroom environment and various school functions.

Carrying out administrative tasks as directed by the teacher, i.e. photocopying, instruction sheets.

Attending staff meetings, teacher training days and training courses as appropriate.

Food & Nutrition:

- To keep the working environment clean and in good order including sinks, worktops, stock room and equipment. Liaise with the PFI contract holder over more complex cleaning requirements i.e. classroom floors.
- To provide ingredients and materials for lessons and projects, including the stocking of classrooms with consumables.
- Maintain stock and resources for lessons by raising orders, receiving equipment and checking off deliveries.
- To control and ensure that current Health & Safety and COSHH regulations are adhered to within the working environment.
- To organise the maintenance and repair of any faulty or unsafe equipment and ensure the annual servicing of electric and gas cookers is completed in liaison with the SHE Manager.
- Carrying out department and lost property laundry, maintaining aprons and tea towels in a serviceable condition.

Undertaking any other duties that may reasonably be regarded as being commensurate with the grade and general purpose of the post.

General Information:

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
3. The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
4. East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

PERSON SPECIFICATION

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Post Number:

	Essential	Desirable	How Measured During Recruitment and Selection Progress
Experience, Knowledge & Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> GCSE Maths & English (C or above) or equivalent. <input type="checkbox"/> Experience of food preparation to hygiene standards. <input type="checkbox"/> Level 2 Food Hygiene Certificate 	<ul style="list-style-type: none"> <input type="checkbox"/> Experience of working in school environment <input type="checkbox"/> Experience of student supervision <input type="checkbox"/> Level 3 Food Hygiene Certificate 	Application Form Interview Questions References Qualification Certificates Interview Testing
Skills & Abilities	<ul style="list-style-type: none"> <input type="checkbox"/> Appropriate Health & Safety knowledge and understanding of COSHH regulations <input type="checkbox"/> Understanding of food hygiene standards 	<ul style="list-style-type: none"> <input type="checkbox"/> Ability to make quick and considered decisions. <input type="checkbox"/> Must be able to work flexibly 	Application Form Interview Testing Interview Questions References
Competencies			
	Core	Role Specific	
Manage Self	<ul style="list-style-type: none"> <input type="checkbox"/> Acts with integrity and honesty at all times <input type="checkbox"/> Reflects on and enhances own performance <input type="checkbox"/> Manages workload effectively <input type="checkbox"/> Communicates effectively <input type="checkbox"/> Is assertive, not aggressive <input type="checkbox"/> Presents self well and follows school policies <input type="checkbox"/> Is organised, prepared and equipped for work 	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates and promotes the positive values, attitudes and behaviour they expect from the students. <input type="checkbox"/> Has high expectations of all students, respecting their personal backgrounds and committed to raising their educational achievement. <input type="checkbox"/> Familiar with the school curriculum and understands the main teaching and assessment methods for the students they work with. <input type="checkbox"/> Demonstrates tenacity when making decisions. <input type="checkbox"/> Is able to challenge individuals/decisions appropriately. <input type="checkbox"/> Is able to effectively delegate tasks. 	Application Form Interview Questions References
Working With People	<ul style="list-style-type: none"> <input type="checkbox"/> Suitable to work with children <input type="checkbox"/> Treats others with respect <input type="checkbox"/> Actively seeks & provides support from/to others <input type="checkbox"/> Displays sensitivity to diverse opinions and contributions <input type="checkbox"/> Works collaboratively with others <input type="checkbox"/> Acts as an ambassador for the school 	<ul style="list-style-type: none"> <input type="checkbox"/> Builds and maintains successful relationships with pupils, treats them consistently, with respect and consideration, and are concerned for their development as learners. <input type="checkbox"/> Selects and successfully applies different methods for communicating effectively. <input type="checkbox"/> Empowers and encourages others to use own initiative without fear of reprisal. <input type="checkbox"/> Seeks to identify and remove or reduce causes of conflict in the workplace. <input type="checkbox"/> Develops effective relationships with key stakeholders & external 	Application Form CRB Interview Questions References

		<p>groups.</p> <ul style="list-style-type: none"> □ Coaches and mentors others. □ Contributes to effective recruitment and selection processes. □ Monitors the progress and quality of work against standards or expected performance. 	
Effective Use of Resources	<ul style="list-style-type: none"> □ Follows guidelines and instructions to ensure acting within the school procedures □ Actively seeks to undertake CPD and takes ownership of own development □ Uses appropriate new technologies □ Is conscious of costs and value for money 	<ul style="list-style-type: none"> □ Improves own practice including through observation, evaluation and discussion with colleagues. □ Uses ICT as appropriate to their role e.g. to advance students' learning, to record data as needed, etc. □ Seeks to share resources with others. □ Delegates work appropriately. □ Makes professional and managerial decisions based upon informed judgements. □ Promotes the effective use of technologies. □ Freely shares own knowledge and experience with others. □ Manages budgets effectively. □ Encourages the sharing of resources and knowledge in own team and across the school. 	Application Form Interview Questions References
Achieving Results	<ul style="list-style-type: none"> □ Contributes to projects □ Plans own workload to meet agreed deadlines objectives and priorities □ Takes personal responsibility for own performance □ Has passion and enthusiasm to deliver beyond expectations □ Recognises problems and issues as they arise 	<ul style="list-style-type: none"> □ Promotes the successes of the school. □ Manages/contributes to management of projects. □ Identifies, monitors and resolves service problems, recommending changes. 	Application Form Interview Questions References
Facilitating Change	<ul style="list-style-type: none"> □ Responds positively to change initiatives □ Accepts change as part of the business process □ Understands and contributes constructively to change □ Plans and implements change within own role □ Takes on new or different tasks willingly. 	<ul style="list-style-type: none"> □ Uses positive communication to inspire others of the need to change. □ Understand and uses effective planning techniques. □ Shows commitment to supporting development needs of others. □ Recognises the barriers to change and works to remove these. 	Application Form Interview Questions References
Provide Direction		<ul style="list-style-type: none"> □ Acts as a role model to others in terms of behaviour, values and performance. □ Recognises and uses the skills of others and incorporates their ideas in to planning. □ Sets clear boundaries for colleagues and self, ensuring compliance with legal and ethical frameworks. 	Application Form Interview Questions References