



BREDON  
SCHOOL



# Design & Technology Technician Appointment Brief



# About Bredon School

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Bredon School is situated on a rural site in the magnificent Gloucestershire countryside, with uninterrupted views of the Malvern Hills.

The school is centred around Pull Court, a large house dating from the 17th Century, which was remodelled in the early 19th Century to resemble as it stands today. In addition to the academic school buildings, boarding houses and playing fields, the Bredon community makes full use of a working school farm, various agricultural buildings, and direct access to the River Severn. Two large areas of woodland are also used for educational purposes, and are rich in native wildlife.

Bredon School offers each and every pupil a magnificent range of traditional and vocational qualifications in an outstanding pastoral environment which ensures that each pupil thrives as an individual. Taught in small classes individuality is both nurtured and celebrated by our highly qualified, passionate staff who strive to secure a love of learning in our pupils enabling them to realise their full potential.

Offering a broad spectrum of subjects, activities, opportunities and experiences we are able to build our pupils confidence and self belief. This is just one of the reasons why we are judged as 'Excellent' by the Independent School Inspectorate (ISI) for both academic achievement and all-round personal development.

Bredon School is ten minutes away from the market town of Tewkesbury, with easy access to the M5 and M50. The Forest of Dean, Wye Valley, the Cotswolds and the Malvern Hills are all well within an hour and we are equidistantly placed between the cathedral cities of Gloucester and Worcester. House prices in and around Tewkesbury sit just below the national average.

# Appointment of Design & Technology Technician

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**Job Title:** Design & Technology Technician

**Responsible to:** Director of Studies (Vocational)

**Hours of work:** Part-time; 30 hours, 5 days per week, term-time only, 34 weeks per year, and occasional days for training/inset outside of the 34 weeks and open days.

## Overview of the role

The core function of the role is to provide technical support to the work of the teachers in the DT Department. This includes DT, Engineering & Catering.

The DT Technician enables the smooth running of the subject by ensuring that materials, tools and equipment are operating properly and safely for the use in practical lessons.

## Main Duties & Responsibilities

- Prepare materials as required by the subject teachers prior to lessons
- Ensure hand tools and equipment are kept in optimum condition and stored correctly
- Organise equipment for lessons
- Regularly maintain the equipment and tools in the workshop, kitchen and classroom areas
- Empty and clean the dust extraction filters as required by the manufacturer
- Keep all classrooms organised and free from hazards
- To assist Technology staff in developing appropriate resources for teaching and learning.
- Organise materials, ingredients and tools in the Department
- Stock-taking and ordering of materials, ingredients and equipment
- To provide support for the teacher during practical lessons
- To assist teaching staff in promoting and raising the profile of D&T within and outside School
- Ensure that all chemicals are safely sorted and handled and COSHH and Health & Safety regulations are adhered to
- To establish and maintain good relationships with all students, parents / carers, colleagues and other professionals

# Appointment of Design & Technology Technician

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## **Main Duties & Responsibilities (continued)**

- To undertake and ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including photocopying and filing
- To attend school events as required, for example, open evening and open morning events
- To assist with the supervision and support of pupils out of lesson times
- To assist with deep cleaning of the kitchen on a termly basis

## **Generic Accountabilities**

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role.

## **Safeguarding Children**

In accordance with the school's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, you will be required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

## **Confidentiality**

During the course of employment the holder of the role will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

## **Data Protection**

During the course of employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulation and properly applied to pupil, staff and school business/information.

# Person Specification

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	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"><li>• Experience, knowledge and well-developed technical skills of Design &amp; Technology</li><li>• Recent and relevant experience</li></ul>	<ul style="list-style-type: none"><li>• Level 2 Food Hygiene or Level 2 COSHH Certificate</li><li>• Experience with working with pupils with dyslexia</li></ul>
Skills and aptitudes	<ul style="list-style-type: none"><li>• Knowledge of current design technology</li><li>• IT Skills – comfortable using computer programmes and apps</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of the Independent School Sector</li><li>• Knowledge of Google systems</li></ul>
Personal attributes	<ul style="list-style-type: none"><li>• Motivation to work with children and young people</li><li>• Commitment to raising educational achievement</li><li>• 'Can do' attitude</li><li>• Flexible approach and adaptable to change</li><li>• Team player</li><li>• Resourceful</li><li>• Commitment to equality and diversity</li><li>• Time management skills</li><li>• Commitment to Health &amp; Safety</li><li>• Excellent communication skills</li><li>• Enthusiastic and approachable</li></ul>	

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.