

JOB DESCRIPTION

WORKSHOP MANAGER

Grade:	OA 5
Hours of work:	37 hours per week
Contract:	Term time + 10 days
Base Location:	Ousedale School - NP
Special Conditions:	To work at Olney campus one day a week

CORE PURPOSE

- Ensure all machinery, including cookers, are regularly maintained and serviced at both campuses;
- Ensure there is a detailed log which is reviewed each year of staff training to use equipment safely;
- Advise the Head of Department & Senior Deputy on who needs training and for what areas;
- Ensure risk assessments are reviewed every three years or more often if new information comes to light;
- Ensure Health & Safety procedures are adhered to in Design Technology workshops.

MAIN RESPONSIBILITIES

- Maintenance and development of working areas;
- Preparation of materials for students, including wood machining;
- Planning of future work to assist the work of the department;
- Machine and tool maintenance;
- Support teaching staff and students during practical lessons;
- Setting up/working of ICT and computer controlled machinery;
- Half-termly recording of visual health and safety checks;
- Stock control/stock taking and preparation of orders;
- Completion of annual stock checking procedures and monitoring of apparatus, chemicals, stationery and furniture levels, updating database;
- Carrying out a range of technician duties as required by department and school policy, especially periodic safety and risk assessment checks in accordance with Health & Safety guidelines;
- Making, modifying, maintaining and repairing equipment, as necessary;
- Liaison with the school's Site Manager;
- Assisting in preparations for parents' Open Evenings;
- Liaise with Departmental Admin Assistant and Heads of Areas on Controlled Assessment planning;
- Ensure Cover Supervisors receive cover work/books/IT information;
- Ensure there is appropriate Security for equipment;
- Responsibility for DT technology rooms, setting up, putting away equipment;

- Ensuring safety in all DT technology rooms at the end of the day;
- Recognition of potentially hazardous situations and report to HoD;
- Responsible for ordering all supplies and equipment.

ETHOS AND CULTURE

- Promote an ethos and culture that are in line with achieving the aims of the school.

DATA PROTECTION

- Ensure all documentation is stored and processed in line with the School Data Protection Policy and Document Retention Guidelines in line with the General Data Protection Regulations (GDPR).

HEALTH AND SAFETY

- Carry out basic safety checks;
- Ensure there is a safe working and learning environment in which risks are properly assessed and take account of any safety regulations which apply.

GENERAL

- Support relevant out of school learning activities, e.g. clubs and other activities within school guidelines;
- Carry out any reasonable tasks as directed by the Headteacher, a member of SLT or your Line Manager.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed:
 Staff Member

Dated:

October 2021