GENERIC JOB DESCRIPTION – SCHOOLS

Job information as show on organisation chart

Job Title: Workshop Assistant **Post No:** 19042 **Grade** HC3

Organisational information:

Responsible to: Head of Design Technology

Key relationships/Functional links with:

Head of Design & Technology

Internal: *Pupils and staff*

External: *Suppliers*

Main Purpose of the Job:

To assist the subject leader of Design and Technology; this may include coordinating the use of practical resources and facilities. Also to provide assistance and advice in meeting the practical needs of the Design and Technology curriculum, including liaising with pupils and staff.

Main Responsibilities / Accountabilities / KRA:

The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation

To ensure the maintenance of a healthy and safe working environment through:

- sharpening and re-conditioning hand tools
- routine maintenance of equipment within the department
- actively contributing to the assessment, monitoring and review of health and safety procedures
- ensure that both routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment is completed as and when required
- ensuring safe storage and accessibility of equipment and materials
- preparation of materials for pupil activities
- construction and adaptation of teaching materials for the classroom

Other information:

Disclosure type: enhanced

DATA QUALITY clauses

Council staff

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Job Activities:

These include:

- repairing, maintaining and installing equipment as appropriate including cleaning of machinery and

tools
- maintaining workshop and storage rooms in a safe, clean and tidy condition, as appropriate
- checking dust extraction unit and performing health and safety checks

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation. Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

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Note: *This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.*

Date Job Description reviewed:	
Line Manager Name: Mr M Quick	Line Manager Signature: Date: