

Maplewell Hall School

Student Appointment

Application Form

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| **Application for the post of: DT Technician Assistant** |

**Post: DT Technician Assistant**

**Salary: 2 tokens per lesson. Plus extra for good performance.**

**Responsible to: Mr James and Mrs Sharp**

**Contracted Hours: Tuesday Lesson 1 and Wednesday Lesson 3. Alternative sessions could be negotiated.**

**Job Description:**

**To assist with the routine department maintenance and health and safety checks. Clean the DT classroom and machinery and assist with department health and safety checks. May be required with preparation of practical lesson materials.**

**Key Duties**

* Hoover and/or wipe down the machinery.
* Assist with health and safety checks- including:
  + Emergency stop buttons working
  + Visual checks for wear and tear of large machinery
  + Visual checks for wear and tear of handheld tools
* Wipe down surfaces.
* Check through equipment drawers and cupboards to identify misplaced or broken items.
* Duties may also include assisting with organising practical lesson materials.

**Person Specification**



* **Listening Step 1:**

Be able to listen to and follow any instructions given. Be able to listen when instructed to note down any safety issues found.

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* **Speaking Step 3:**

Be able to report findings of safety checks to Design staff.



* **Problem Solving Step 2:**

Be able to work through different situations with a positive attitude and find solutions when tasks don’t go to plan.



* **Creativity:**

May be invited to offer suggestions when preparing materials for or when staff are planning a practical project.



* **Staying Positive Step 3:**

Be able to keep going when a job might be difficult or challenging.

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* **Aiming High Step 2:**

Work with care and attention to detail. Be able to leave the DT classroom in a neat and tidy condition when work is finished.

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* **Leadership Step 1:**

Be able to explain your feelings about something.

* **Teamwork Step 4:**

Work well with others by supporting them in their tasks.

**Desirable:**

* Good attendance to design lessons.
* Ability to work semi independently.
* *If you feel you meet the person specification and you feel you would be suited to this job then please complete the application form below and return to Mr James.*

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| **Name:** |  |
| **Form Group:** |  |
| **Position Applied For:** |  |
| *Please give a brief paragraph as to why you wish to apply for this job role and why you feel you would be suited to it? (Remember to write about your essential skills)* | |
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| On your current timetable, what lessons would you be missing to do this job? | |

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| **Signed:** |  |
| **Date:** |  |