



Job Description Design and Technology Technician

Reporting to: Subject Leader of ADT

Grade: Grade 3 SCP 3 £22,737 FTE (Actual salary £17,675)

Hours: 32.5 hours per week Term time only + 1 week (Inc. Inset Days)

Job role: We are looking for a Design and Technology technician with a focus on Product Design, Engineering and Robotics to play a key role in the DT department. They will take responsibility for the technical support in the Design and technology subject area through the preparation of tools, equipment and materials for lessons, undertake a practical health and safety role and service machinery within the department.

You will have a unique opportunity to work with the Design and Technology subject area to:

Liaising with: Teaching and non-teaching staff

MAIN RESPONSIBILITIES AND DUTIES

- Monitoring and servicing of all machinery in the workshops and store areas (hand tools, kitchen equipment, pillar drills, band saws, band facer, circular saw, disc sander, vacuum former, laser cutters, 3D printer, line bender, convection oven.) This includes changing blades or papers where required.
- To draw up and maintain an inventory of equipment and organise storerooms and store cupboards.
- To maintain department resources and keep a record of stock. Maintenance of materials and hand tools to be done on a regular basis, including the sharpening of blades.
- As the department develops, assist in the introduction of new equipment into the workshops.
- Preparing materials for student use/lessons, such as cutting wood/plastic to size, preparing textiles and other soft materials.
- Printing, scanning, photocopying and laminating and mounting pupil's work.
- Creation of lesson resources for practical lessons such as jigs and formers.
- To ensure all tools and equipment are stored securely after use.
- Hanging work when required.
- To ensure all pupils' work and unused material is returned to the appropriate storage area.
- To assist in preparing classroom and corridor displays.
- To inform (and if required arrange) for the regular safety inspections of all machinery and equipment.
- Assist in completion of Risk Assessments and the implementation of the DT H&S policy.
- Keep records of all risk assessments and certificates up to date.
- To ensure the DT and Art rooms are kept secure, clean, tidy and free from all hazards, and to report any building maintenance issues on behalf of the departments.
- To ensure departmental first aid boxes are kept up-to-date and stocked.
- To carry out other tasks reasonably requested by the Subject Leader of ADT in accordance with the post holder's skills and qualifications.
- To support staff during lessons where specialist equipment and machinery are being used.

Other

To work co-operatively with other technicians across all departments to develop and share skills and expertise.

Act as a positive role model and support both students and staff.

Undertake such other duties as reasonably required by your Line Manager/Headteacher.

To promote and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

