



## **JOB DESCRIPTION**

### **Design Technology Technician**

#### **Term Time Only**

32.5 hours per week

#### **Main Purpose of the Post**

Under the overall direction of the Head of Department, and in accordance with the practices and procedures of the School, assist teaching staff in providing safe areas for students and teaching staff.

The Technician will provide technical support to the relevant departments, by the preparation of tools, equipment and materials for lessons. The Technician will undertake a practical health and safety role for the relevant departments.

The technician role forms a central part of the work of the department and the successful candidate will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

#### **Main Duties and Responsibilities**

- To prepare materials and equipment for practical lessons
- To maintain and monitor consumables and equipment in D&T to ensure all pupils are able to access a wide range of materials and processes as part of their Design Technology provision
- To maintain and monitor stock control
- To assist the Head of Department in the ordering of materials and equipment
- To carry out weekly material and equipment checks across all Technology rooms
- To assist staff in the production and updating of Technology displays
- To assist teaching staff in promoting and raising the profile of D&T within and outside the school
- To assist staff in the demonstration and application of machinery use to students.
- To assist students during the lesson with practical tasks when required
- To be proficient in a range of specific wood and metalwork machinery, laser cutter, 3D print technology used in classes and provide technical support during lesson time.
- To undertake training as required to maximise the support and use of machinery and new technologies. Training will be provided on the 3D Printers
- Carry out weekly Health and Safety checks on all equipment and machinery and report directly to the Head of Department
- To maintain machinery and equipment in accordance with health and safety requirements,
- To undertake any Health and Safety training as required by the Head of Department
- Carry out a range of administration duties including: preparing cover work, teaching materials and booklets

## **Maintaining Work Area**

- To ensure that technology rooms and equipment are kept clean and tidy and that the technology/DT room safety regulations are met, including checking equipment for safety, cleaning and sterilizing equipment and advising students on safety aspects of particular practical work
- The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages, including the cleaning of equipment
- Ensure that all equipment is accounted for, in the correct place and replaced where necessary and that store rooms are kept in order, clean and tidy
- Assist the classroom teacher in the logging in and out of certain items of equipment as required
- To be responsible for maintaining departmental displays of work both in the technology area and around the School

## **Health and Safety and Compliance**

- To be aware of, and to comply with, all departmental/School instructions and procedures relating to health and safety at work
- To contribute to safe working practice in preparation/storage/teaching areas. Assessment of risks for technician activities
- Advising staff on safety issues and trialing practical work where necessary
- To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures: Equal Opportunities, Health, Safety & Welfare, Child Protection, Data Protection and Risk Management

## **Support for the School**

- To assist with practical examinations as may be required
- To invigilate Examinations as directed by the Examinations Officer as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Assist with the provision of out of School learning activities e.g. clubs, extra-curricular activities within guidelines established by the School where possible
- Contribute to the overall ethos/work/aims of the School
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of students
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Liaise between managers/teaching staff and support staff
- Attend regular team meetings and briefings with department and whole staff
- Undertake other similar duties and activities that fall within the grade and scope of the post, as directed

## **Auditing**

- Ensure an up to date inventory is maintained
- Manage school's equipment cleaning audit
- To assist with the production of an annual audit of the equipment

## General

- Take responsibility for own professional development, continually keep updated about new initiatives in Technology and contribute to the school as a learning organisation
- To contribute to the Health and Safety of pupils and other staff in accordance with Health and Safety regulations
- Contribute to the overall ethos/work/aims of the school

## Working Conditions

- Standing for extended periods of time
- Lifting and transporting of objects
- Ability to access the whole site to review/check equipment
- Some work involving visual display units
- Evening work

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

**Signed** (Post Holder)

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**Signed** (Line Manager)

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**Date**

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