



JOB DESCRIPTION

Job Title:	Design & Technology Technician
Responsible to:	Head of Design & Technology
Frequent Working Contact With:	DT department, Science Technicians, Maintenance Team, Students, Assistant Head – Teaching & Learning, Bursar

Main Duties:

To provide technical support to teaching staff and classes across the curriculum within design and technology. To adopt a flexible style in order to tackle a range of routine duties within the department, as instructed by the Head of Department.

Specific Duties:

- 1 To check and prepare materials, resources and equipment for daily use and prepare materials for all long term projects studied.
- 2 To check that equipment is issued to the subject teacher at the start of the lesson and that it is returned at the end.
- 3 To carry out routine maintenance of workshop equipment, machine and hand tools including:
 - a ensuring all workshop cupboards and tool stores are locked at the end of the school day
 - b organisation of materials/resources
 - c setting up and preparing equipment and resources
 - d monitoring materials and equipment, and replenishing when needed
 - e organising technology stores
 - f sharpening hand tools/equipment (planes, chisels, drill bits etc)
 - g checking machinery at the end of each week, making sure they are in working order. Replacing parts, emptying extraction etc
 - h frequently replacing saw blades, ensuring they are sharp and straight
 - i replacing sanding belts when required.
- 4 Managing Technology stock
 - a set up individual project cutting lists
 - b set up individual project costing sheets
 - c keep an up to date inventory of stock, tools and machines
 - d order and replenish stock
 - e check all orders are accounted for on arrival and invoices
 - f document and file away all orders and invoices
 - g ensure all printers are fully stocked with paper and ink at the start of the working day

- h ensure that technology workshop is resourced with the necessary health and safety equipment
 - i at the end of the day, ensure that all workshops are clean and tidy and that the laptops are locked and racked away for recharging for the next day.
- 5 To work alongside subject teachers during designing and making activities to aid students as and when required.
- 6 To provide technical advice and help to staff and students, for example, manufacture pieces of equipment, jigs and fixtures as required by staff for class demonstration or students use.
- 7 To maintain continuous oversight of working practices within the department to ensure all safety procedures are being adhered to and Data Certificates in place.
- 8 To attend regular department meetings so as to be actively involved in decision making within the department.
- 9 To build storage units to display students' work in order to help raise the profile of the department within the school.

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Senior Leader

Working Environment

- Predominantly working in the DT workshop unsupervised and occasionally in the DT classrooms
- Use of potentially dangerous equipment and tools
- Heavy lifting and moving of DT materials

The Role

- Term Time Only + 5 INSET days
- 18 hours per week, (days to be agreed), 8.30 am to 3 pm (30 minutes' unpaid lunch break) but flexibility is possible in agreement with the Subject Leader
- Salary for an experienced DT Technician with the required skills and knowledge will be £8,078 (actual pro rata) based on a full time equivalent salary of £20,086 gross pa (grade S1 point 17 of the support staff salary scales)
- Free lunches during term time
- Contributory Pension Scheme into which the College will contribute 6% of salary
- Free on site car parking
- Eye care and child care vouchers, free confidential access to a Counselling help line, use of the College Fitness Suite outside of normal school hours