

**JOB DESCRIPTION**

**JOB TITLE**: Design & Technology Technician

**REPORTS TO**: Head of Design & Technology

**HOURS OF WORK**: 8am to 3.30pm Monday, Wednesday and Friday Tuesday

and Thursday 8am to 4.30pm (extra hour is to assist with

GCSE and A Level workshops – Term Time Only).

37 weeks per year (34 term time plus 15 days during the

holidays)

**SALARY**: £17,000 - £18,000 per annum (dependent on experience)

**JOB PURPOSE**:

To provide back-up to the teachers involved in the teaching of KS3, GCSE and A level Design and Technology*.*

**MAIN DUTIES:**

* To prepare materials, for class project work or individual pupil project work, as directed by D&T teaching staff
* To manufacture teaching aids/materials as required
* To set out and put away teaching aids/materials required for lessons, as directed by the teaching staff.
* To supervise pupils during extra workshop sessions and scheduled activities, during timetabled working hours as agreed
* To supervise pupils in small groups as directed by the teaching staff within the D&T areas.
* To assist with the development of new courses and projects (including building prototypes for new projects).
* To help students throughout the management of projects during all of the research, design, manufacture and evaluation stages as necessary.
* To assist pupils with project work, in accordance with department guidelines, especially where the task is beyond their capability, (i.e. circular saw use)
* To carry out routine maintenance of equipment, including maintenance of machine tools, replacement of cartridges and paper
* Safety: report any safety problems to the Head of Design & Technology
* To monitor the use of equipment and machine tools by pupils.
* To ensure that machine guards are correctly adjusted and safe to use
* To maintain and sharpen hand tools
* To carry out stock control/inventory functions
* To carry out routine stock ordering functions and keep full up to date record and reconciliation of the department budget.
* To carry out security checks to ensure that the D&T area is safe, locked and secure by the end of the working day.
* To keep the workroom tidy and safe at all times. To help maintain a safe and clean D&T department including classrooms and workshops.
* To help with the keeping of up to date risk assessments in accordance with the latest H&S guidelines.
* To be available on at least 5 occasions such as open days and exhibitions, or for setting up exhibitions, outside of the normal working week.
* To ensure commitments in regards to child protection and welfare are adhered to and best practice followed.
* Take all necessary steps to minimise any risk and report any concerns/feedback to the line manager
* Carry out other ad hoc duties as reasonably requested.

**Experience and Skills:**

* Willingness to work hours as required
* Ability to relate to staff at all levels within the School, to build effective working relationships and exercise tact and diplomacy.
* Enthusiasm and ability to take part in a variety of duties
* Proven relevant wood and/ or metalwork skills and experience.
* Excellent practitioner of workshop based skills.
* Skills with using the Lathe, Mill, CNC, Grinder, welding, Band Saw and Circular Saw are desirable.
* Knowledge of and ability to use (CAD) computer based programmes to control (CAM) machines such as the Laser Cutter and the 3D Printer is also desirable.
* Ability to work effectively whilst unsupervised, or possibly in the department working alone in line with the Lone Worker Policy.
* Work as part of a team.
* Tackle any tasks within the department, confidently, methodically, and safely.
* Good communication skills and ability to deal with a wide range of people.
* Computer literate with Microsoft Office and willing to be trained in the use of any specific software packages as deemed appropriate.
* Good record of punctuality and attendance.
* Able to think for themselves and work things through largely on own initiative.
* Know when (and be prepared) to ask for advice, or discuss solutions to problems.
* After consultation with the Head of Department organise own work schedule.

No description of responsibilities can be fully comprehensive and this job description is subject to review and modification as necessary. The Technician is also required to carry out other reasonable duties as are from, time to time, necessary.

A good all round ability is expected, but ‘on the job’ training will be given in particular areas as necessary. External, certified, Health & Safety training courses will be provided as necessary.

**Terms of Employment**

“Term Time” is deemed to be the complete weeks during which the School is in session, typically 34 weeks per annum. Five days will be required at the end of the academic year and 5 days before the start of the new academic year.

The post holder also receives the benefit of 4.7 weeks paid holiday, which will be taken during School holiday time and includes an allowance for Bank Holidays.

Membership is offered to the School’s Contributory Pension Scheme.

Statutory sick pay is payable after a qualifying period (details from the HR Department at induction)

The successful applicant will have to consent to references being taken and undertake a Disclosure and Barring check.