

**Design and Technology Technician**

**Key Areas of Responsibility**

* Support within resistant materials, textiles and food lessons, by providing resources for teacher and students, setting up rooms and assistance on equipment used if required.
* Maintain appropriate stock levels within resistant materials, textiles and food and report any shortages to the Head of Department. Assisting with re-ordering as required.
* Maintain machinery and equipment within resistant materials, textiles and food. Log issues with the site team in a timely manner and ensure that safety checks are conducted in line with Health and Safety protocol and policies.
* Handling petty cash within department.
* Locking of store room cupboards/ classrooms in resistant materials, textiles and food to meet the Health and Safety requirements.
* Overseeing of Health and Safety Risk assessment forms.
* Preparing and set up of any equipment required within all KS3 and 4 lessons in resistant materials, textiles and food.
* General upkeep and tidiness of Technology department rooms, including end of day checks with regards to turning off the gas/electricity.

* Assistance within lessons with KS4 during peak GCSE periods.
* Assistance with display of KS4 Product Design/fashion exhibition.
* Update and support with displays within department throughout year.
* Ordering food and arranging for delivery of food and unpacking it.
* Ensuring that washing/drying has been organised each evening to support with the teaching of food technology.
* Deep cleaning of the kitchen at the end of each term.
* Supporting in practical lessons where and when required.
* Joint responsibility of using laser cutter and cutting pupils work.
* Responsibility for laser cutter maintenance.
* Locking of laser cutting room at end of day and during lunchtimes.
* Cleaning of laser cutter on a 2 weekly basis.
* Laser cutter log book with deadline dates to be created so work can be cut according to schedule.