**Design and Technology   
Job Description**

REPORTS TO: Head of D&T

PURPOSE OF THE JOB: To service and support the academic work of the Design and Technology Department.

Key Responsibilities

The Villiers D&T department uses a wide variety of media and materials and processes and the technician would be required to assist in preparing woodwork, metal and plastic materials as well as supporting teaching staff/students with their IT and practical needs amongst other general duties. Possession of appropriate certificates for centre lathe, wood lathe, circular saw, pillar drill, band saw, tool grinder, mortiser and any other relevant qualifications appropriate to this role.

- In D&T the technician would be required to work alongside the department teachers to do the following –

* Prepare practical equipment and other materials on time for lessons
* Clean and tidy classrooms after practical’s have taken place
* Maintain practical equipment/ fume cupboards/ ICT equipment and classroom equipment
* Wash up and clean practical equipment and glassware and put away appropriately
* Maintain the organisation of the D&T prep room
* Keep the prep room inventory and the inventory of allocated classrooms up to date
* Carry out stock takes of practical equipment
* Check desk diary and with teachers for requirements – in regard to material preparation and assistance for, during and at the end of lessons
* Keep an open diary for staff to make requests in and sign off diary entries as they are dealt with
* Check all equipment is available on all tool boards (blades replaced, glass paper/wet & dry/emery cloth available, files are cleaned, all metal vices are securely placed under the work benches etc.)
* Fire regulations and escapes: Ensure escape routes are kept clear of obstructions
* Check computer room – stock up printers with paper, clear away equipment and waste paper. Deal with/report any hardware problems
* Checking what lessons are happening during the day and ensuring that rooms are prepared at least 10 before the lesson is due to start
* Saw dust is extracted from the machines
* All waste materials has been sorted into the correct boxes in the back of O11
* The wood store is clean and clear of dust/clutter
* If a teacher is absent to ensure that the correct equipment is available in their room at the right time as per their cover lesson notes
* The first aid boxes are checked for stock and refilled/ordered if required
* A list of materials/supplies is being constructed for reordering when they are running low
* To ensure that all computer aided machines are maintained and ready to be used at any point
* Consult with HoD and second in charge, staff with responsibilities for specific areas and all teaching staff affected by matters having an immediate consequence and when forward planning

Health & Safety

- Security, maintenance, logging and handling of cameras and iPads/chrome books and other technical equipment.

- Day to day maintenance of computers, printers and IT in liaison with the school ICT Technicians.

- Cleaning up of broken glass and other materials in classrooms and prep rooms

- Clearing and organising classrooms and storage rooms for maximum safety as appropriate.

- Effecting simple repairs when required.

- Preparing and priming surfaces for students to work on

- Ensure the tech office, store rooms, and studios are kept secure, tidy and organised with regard to efficiency and H&S  
- Check workshops and store rooms for tidiness, missing tools, Health, Safety and security issues, broken or malfunctioning equipment. Deal with issues where possible – discuss with HOD/Second in Charge and staff as necessary

Administrative

-Assist with preparing photocopies and resources to support teacher and student needs.

-Liaise with parents/pupils about the collection of all old GCSE and A level artwork.

-Organise and take inventory of stock on a regular basis.

-Accompany students and teachers on trips & visits both on and off site.

Display

- Mounting of artwork for display in the department.

- Frame artworks and help manage displays around the whole school.

- Assist with mounting work for moderation and exhibitions.

-To assist with the production of department and school publicity events, booklets and other graphic jobs.

*Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified hence this is not an exhaustive list of duties. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this Job Description.*   
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 comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder’s professional responsibilities and duties.

**By signing this document you are agreeing to undertake all duties stated within the job description. Refusal to undertake a duty may lead to disciplinary action.**

**Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**