



JOB DESCRIPTION
3D Design Technician – Grade 4
Responsible to: Head of Faculty

Purpose:

Under the direction/instruction of senior staff: provide general support to staff and students, including preparation, and routine maintenance of resources/equipment.

Responsibilities

- Support students in accessing learning activities as directed by the teacher
- Ensure the maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed
- Assist the teacher with learning activities ensuring health and safety and behaviour of students
- Provide clerical/admin support e.g. photocopying, printing and display
- Monitor and arrange orderly and secure storage of supplies
- Maintenance of every day equipment, check for quality/safety
- Undertake simple repairs and report other damages
- Operation of every day equipment in accordance with instructions
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities as agreed.