

Job Description**Post: Design and Technology Technician**

Scale:	36 hours p/w
Salary:	Point 19 - 21
Responsible to:	Headteacher
Line Manager:	Head of Technology

Purpose of Job:

To assist with the provision of a technical support service to the DT faculty and such other areas, as required, to meet the changing needs of the school. The post-holder is primarily responsible to the Head of Technology, with whom work and priorities will be arranged. Key tasks are to support lesson preparation and assist students undertaking practical work maintain machinery and order materials across the department, together with relevant administration duties related to course-work and department issues.

Lesson Preparation and Teaching Aids

- To prepare wood, metal, plastics and other materials, as required by the DT teaching staff, using appropriate hand or machine tools.
- To design and construct models, teaching aids and apparatus.
- To prepare rooms and materials for lessons, demonstrations, displays exhibitions and examinations in the DT and related curricular areas.
- To assist teacher in classroom, when required.
- To set up and maintain audio-visual aid equipment specific to the DT and related curricular areas in consultation with the IT Technician.
- To prepare technical and related non-copyright photocopying.
- To advise and support teachers and other staff in the design and use of equipment and the use of tools and materials.
- Monitor consumables ensuring they are constantly 'topped' up.
- Maintain required standard of tidiness in rooms in accordance with H&S regulations, therefore, minimising the risk of accidents.
- To collect tools, when necessary, materials and other equipment from external suppliers for use within the department.
- To be responsible for the safe and tidy storage of tools and materials, including the designing and making of tool racks.

Administration

To ensure the maintenance of adequate stock levels by recommending stock needed to the Head of Department, preparing draft requisitions for signature and keeping stock records.

- Collation and storage of all examination work.
- To assist with inventory checks and safety schedules/notices and instructions.
- To advise the Head of Department on suitable equipment and suppliers.
- To advise the Head of Department with regard to the Technology Department budget and available finance.

Health and Safety

- The regular servicing and simple maintenance of machinery, benches and other equipment, including the regular sharpening, setting and adjustment of hand and machine tools.
- The regular maintenance and servicing of equipment used in DT technology lessons
- The regular maintenance of technical drawing instruments and other related equipment.
- To arrange mechanical repairs and maintenance of machine and hand tools.
- To liaise with the Site staff and other agencies on the repair maintenance of equipment.
- To carry out regular safety check on hand tools and machines, reporting serious defects to the Head of Department.
- To be aware of and comply with Health and Safety at Work requirements specifically relating to the duties of this post.

General

- To design and make simple tools, other pieces of related equipment for use within the department.
- To be aware of recent technical developments and to contribute to the development of the DT Department.
- To keep all stock areas and storeroom clean and tidy.
- Assist with extra-curricular activities as agreed with the department.
- Attendance on training courses to support the work of the department and school.
- To work on own initiative.
- Undertake any duties requested by the Head of Department/Head of school.

This job description should not be viewed as a prescriptive document but as an outline of the duties of the post. The job description is subject to review and change after consultation and agreement with the post-holder.