

**JOB DESCRIPTION**

**DESIGN AND TECHNOLOGY TECHNICIAN (Part time Thursday, Friday).**

**Responsible to:** Head of Design and Technology

**Responsible for:** Maintenance of workshops, tools and equipment, supporting pupils and teachers with practical elements of work.

#### PURPOSE OF THE JOB

Our common purpose is to improve the life chances of our students through raising standards of achievement. In contributing to this goal, the DT technician will be expected to, as a member of the DT department, maintain the Departments facilities to an excellent standard ensuring students are able to learn in a safe, clean and pleasant environment.

**KEY FUNCTIONS**

It would be desirable but not essential for the suitable candidate to have previous experience in a resistant materials or engineering background. Most workshop work will be based around wood, metal and plastic so knowledge of materials, tools and processes would be advantageous.

Machine use, maintenance training and first aid will be offered to the successful candidate.

The following represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others, which become apparent and lead on from the areas indicated below.

Maintenance

1. Carry out basic site maintenance of workshop machinery.
2. Ensure workshops are clean and well resourced in preparation for lessons.
3. Maintain hand tools and replenish or repair equipment when required.
4. Be responsible for logging any maintenance issues that require attention via the online system and organising repair in conjunction with other members of the site team.
5. Liaise with staff members to ensure workshops are prepared before practical lessons and support the member of staff.
6. Ordering stock where necessary.

**Support**

1. Support pupils in the workshop on a one to one basis during lessons.
2. Prepare materials and equipment for classes to use to enable support efficiency of lessons.
3. Organise, store stock efficiently, and make resources readily available.
4. Work collaboratively with DT staff to help enhance pupil’s classroom experience.
5. Refresh classroom displays so that they are up to date and relevant.
6. Contribute towards Health and Safety recording, updating and risk assessment.

**Other duties**

1. Attend all essential health and safety courses as determined by the management of the academy.

2. To undertake any other duties relevant to the role as may be required by the academy.

3. A flexible approach to this role is required. You may be asked to swap days with the other part time technician.

Signed: ………………………………………(Headteacher) Date: ………………….

I acknowledge that I have seen and received a copy of the job description.

Signed: ……………………………………… (Site Technician) Date: …………………..