



POSITION DETAILS:	
<b>Position Title:</b>	DT Lab Technician
<b>Reports to:</b>	Head of School
<b>Division</b>	Academic support
<b>School</b>	RAKA Al Hamra
<b>Contract Type</b>	Academic Support
<b>Leave Type</b>	Academic

JOB PURPOSE
To provide support to teachers and students by preparing materials, maintaining equipment (like 3D printers, laser cutters, woodworking tools), ensuring health & safety, and assisting with practical lessons and projects in subjects like Product Design, focusing on both traditional skills and modern CAD/CAM tech, all while managing workshop resources and stock.

RESPONSIBILITIES:
<b>Core Responsibilities:</b>
<b><u>Workshop &amp; Equipment Management</u></b> Set up, maintain, clean, and repair machinery (saws, drills, lathes, CAD/CAM equipment), tools, and safety gear.
<b><u>Material Preparation</u></b> Cut, organize, and prepare materials (wood, metal, plastics, electronics) for lessons across Key Stages (KS3, KS4, KS5).
<b><u>Lesson Support</u></b> Assist teachers and provide technical guidance to students during practical sessions, demonstrations, and exams
<b><u>Health &amp; Safety Compliance</u></b> Enforce safety rules, manage storage, disposal, and ensure safe handling of chemicals and equipment.
<b><u>Resource Management</u></b> Monitor stock levels, order supplies, and maintain inventory of materials and components.
<b><u>CAD/CAM Operations</u></b> Operate and maintain digital fabrication tools like 3D printers, laser cutters, CNC machines, and use design software (SketchUp, SolidWorks).



### COMMUNICATION & WORKING RELATIONSHIPS:

#### Internal:

- Senior Leadership Team
- Heads of Department
- Progress Leaders
- Staffing Coordinator
- Teachers

#### External:

- Parents
- Wider community

### QUALIFICATIONS, EXPERIENCE, & SKILLS:

#### Educational Qualifications:

- Secondary School Certificate (minimum) — Technical or vocational qualification in Engineering, DT, or related field desirable.

#### Experience

- 2 years' experience of working with children.

#### Other requirements

- Sound understanding of Health & Safety procedures, including Control of Substances Hazardous to Health.
- An ability to communicate effectively in English Language, both orally and in writing.
- Experience of working in a laboratory or technical environment.

### VERSION CONTROL:

Prepared by	HRD	Date:
Updated by	HRD	Date