

**Job Description:**        **Product Design and Electronics Technician (Creative Technologies)**

**Line Manager:**        Subject Leader – Product Design

**Grade:**                LBR4 (Pt 7 – 10): Pro-rata Salary range: £22,995- £24,258  
(Actual Salary range £18,363 - £19,406)  
Term-time only. Hours: 36 hours per week (8.00am to 4.00pm)

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### **Principal Responsibilities:**

#### **General:**

- In conjunction with the Head of Department, ensure the proper implementation of the safety policy and the preparation and application of risk assessments within the department.
- Ensure compliance with COSHH regulations.
- Following fortnightly task schedule to inform the Department of jobs being undertaken and of available time.
- Help with extra-curricular activities in the subject area, as appropriate.
- Practical support in lessons to ensure students can work safely, efficiently and effectively.
- Preparation of equipment and materials for class use or demonstration.
- Check equipment and materials before and after use for quantity and damage.
- Clear away lessons as required. Ongoing reorganisation of department workspaces and storage
- Communicate with external suppliers and contractors.
- Undertake duplicating/photocopying, filing and general administration
- Comply with all safety regulations.
- With the head of department log details of accidents and other incidents and deal with any health and safety defects immediately and report details to Premises Administrator.
- Attend courses as appropriate.
- Perform any other tasks the teaching staff (reasonably) request.
- Occasional assistance with technical support in another area of school.
- Provide occasional cover for departmental lessons or for lessons elsewhere in the school.
- Facilitate collaborative projects bridging Product Design / Electronics and Computing departments.
- Keep the technician section of the department handbook up-to-date.
- To be a certified First Aider and to provide first aid as required (as part of a First Aid Team).
- Practical support of wider school initiatives when requested e.g. assisting with the production of internal signage for use on 11+ plus testing day (September).
- Support of the classroom teacher in researching and resourcing lesson content
- Construct, repair and maintain equipment, machinery and tools, as appropriate
- Maintain workshops and other teaching areas in a clean, safe and orderly state
- Maintain an inventory and assist with stocktaking.
- Prepare stock orders and purchase from petty cash any extra items required.
- Dispose safely of chemical and other waste materials.

- Carry out routine maintenance and ensure regular manufacturer servicing of the specialised design technology equipment (e.g. Printer Cutter, Laser Cutter, 3D Printer etc).
- Preparation of equipment and materials for class use or demonstration.
- Check equipment and materials before and after use for quantity and damage.
- Clear away lessons as required.

**Person Specification:**

- Technical/Design background
- Confident skills in computing / ICT
- Experience of working in an educational environment preferred

**You will need:**

- Good organisational skills and the ability to prioritise
- Solid Practical skills and capability
- Enthusiasm
- Initiative
- Integrity
- Good communication skills
- Flexibility

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment