Job Description

Post title: Instructor/Technician of Design and Technology	
Department: Design & Technology	**Date compiled:** September 2026
Salary: £35,500 per annum (1 FTE)	**FTE:** 1.0 **Weeks per year**: 52 **Hours per week:** **Term time:**: **Monday – Friday**: 8:30am – 5:30pm (40 hrs per week) **Saturday**: 8:3am-12:30pm (taken as TOIL during the School holidays) **School Holidays**: Monday – Friday: 8:30am – 4:30pm (35 hrs per week)

Immediate line manager: Head of Design & Technology

Job purpose:

To provide technical assistance to the Design & Technology department, alongside technical instruction and supervision on a one to one/small group basis to all pupils studying Design & Technology.

Principal duties and responsibilities:

The role may encompass all of the following duties. The exact duties and responsibilities and balance of workload will be determined in discussion with the post holder's line manager.

Principal Duties

- Maintain machinery and equipment
- Prepare materials and machinery to support teaching and delivery of activity sessions
- Order stock and check deliveries.
- Ensure the smooth running of the department as required by the Head of Design and Technology
- Maintain CNC equipment and support teaching staff in setting up and manufacture of pupil work.
- Update Health and Safety training as and when required, to include First Aid.

- Be available to provide technical assistance and instruction during lessons, to include safety cover for pupils working at other times.
- Electronics – Maintain Electronic component stock, tools and ensure etch tank refilled/emptied as required. Assist in assembly and disassembly of components.
- Metal Heat Treatment Area – Keep area in safe and orderly working condition. Maintain equipment and set up and demonstrate processes as required.
- Plastics – Maintain plastic forming equipment and create moulds as required. Recycle [plastic waste using Shred-it and create recycled plastic sheets and forms. Maintain 3d printing machines.
- Wood – Maintain stock of timber and manufactured boards. Maintain and service all wood working equipment to include, circular saw, planer, bandsaw, belt sander, bobbin sander, wood lathe, router, etc. Set up for lessons as required.
- GRP – Assist in the creation of moulds and demonstrating the GRP process.
- CNC CAD/CAM – Service, maintain and utilise CNC processes to assist pupils in the manufacture of items. Use Creo and Techsoft 2d Design to create CAD files. This includes use of a CNC lathe, CNC Router, Metal laser, Laser cutters, 3d printers, CNC Mill, CNC Plotter/cutter and dye sublimation printing.
- Maintain First Aid Boxes
- Check Fire Alarm and assist with fire drills
- Assist in the preparation of equipment and delivery of items for outreach work.
- Report breakages and items for repair to Estates.

The ideal candidate would have a good range of practical skills, be adaptable, self motivated and reliable. They should be willing to communicate with people of all ages and be comfortable working as one of a close team and work independently to complete duties. Training will be provided where necessary.

General Duties

- Keep a record of staff booking of tasks pending and tasks completed
- Be available in the design workshops to provide technical support during middle and upper school timetabled lessons
- Available to provide safety cover for students working in their own time (such as afternoon activity sessions and study periods).
- Assist in the organisation of school visits
- Ordering of resources, consumables etc

Maintaining Tools and Equipment

Machinery

- Maintain all machinery in safe working order
- Ensure that replacement parts are available as appropriate
- Ensure that safety notices are displayed and that appropriate protective clothing is available.
- Maintain a service record of all machinery.
- Organise annual safety inspections of LEV, compressed air systems, etc.

- Check and empty dust extraction bins and filters at the end of each week.

Tools

- Maintain the stock of tools, ensure all readily available in the workshops
- Ensure that tools stay in the workshops and maintain a signing out system for any loans outside of the DT department
- Maintain an inventory of all tools.
- Report missing tools to the Head of Department.

Consumables

- Maintain a working stock of consumables
- Order replacement stock as appropriate or draw attention to imminent shortages. The Head of Design and Technology should always countersign orders.
- Unpack, check and store stock as it arrives.
- Follow up orders and liaise with the Department Secretary when wrong stock is delivered.
- Maintain appropriate storage and racking systems so that stock is available to staff and students during workshop and studio opening hours. They should also ensure that such access is available to stock when they are not on duty such as during weekend sessions.
- Keep a record of stock/supplies
- Help ensure appropriate use of materials by students
- Ensure students' work is safely stored.
- Replenish stationery supplies in workshops and studios as and when required.

Audio Visual/Cameras/Sewing machines and Computers

- Liaise with technical support in ICT to ensure that all audiovisual equipment is maintained.
- Keep an inventory of all audiovisual/cameras/sewing machines and computing equipment.
- Replace ink cartridges and maintain paper supplies for printers/photocopiers.

3. Buildings

- Undertake minor maintenance of the studios and workshops.
- Move furniture as appropriate
- Make minor alterations as appropriate
- Ensure all buildings are properly secured at night or when not in use

4. Preparation for lessons/project/exhibition work

Assist the smooth running of lessons through;

- Prepare materials in advance as requested by staff
- Ensuring that machinery and hand tools are in working order

- Ensure that appropriate materials are available
- Assist with student, guest and staff exhibitions (Prepare display boards, plinths etc. Construct display areas, arrange transport of work, take down and safely store student's work as required)
- Update risk assessment and COSHH documentation

5. Support during teaching sessions.

- It is expected that the technician will always be available in the workshops to provide technical support during middle and upper school timetabled lessons and assist teachers and pupils in the use of CNC equipment.
- Technicians should assist in ensuring pupils always work safely
- Provide technical advice and support to both staff and students and to assist in the manufacturing of project work.
- Where appropriate technicians should use their skills to assist the technical aspects of students work.

Other Duties

The Head of Design & Technology must approve assistance to other school departments in advance. In normal circumstances work within the Richard Bull Centre and Jerwood School of Design will always take priority. Undertake other associated duties from time to time as required.

Any other duty which may be reasonably requested by the line manager.

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have a contractual effect.

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All staff are expected to comply with the School's Health and Safety policies in the performance of their duties.

Job description drawn up by	Head of Design & Technology	Date: September 2026
Approved for department by	Human Resources	Date: September 2026