**Job Description –**

**Job Title: DT Technician**

* Support the work of teaching and learning within the Design & Technology department
* To create and maintain a purposeful, orderly and productive working environment.
* To monitor, service and maintain all machinery in the workshops (pillar drills, band saws, band facer, circular saw, disc sander, vacuum former, laser cutter, line bender, convection oven, sewing machines, over lockers, 3D printer etc.) This includes changing blades or papers where required.
* To check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others.
* To create a safe working environment for staff and students in the DT room.
* To aid with the research of equipment required for new classrooms that will need to be created due to the growing nature of the school

**Duties**

* Have expert Knowledge and experience in the use and maintenance of machines and tools, experience of using a wide range of CAD/CAM packages and machines, an interest in design and practical projects.
* Take responsibility for the technical support in all areas of the DT Departments by the preparation of tools, equipment and materials for lessons, to undertake a practical health and safety role and to service machinery within the department.
* To prepare and maintain an inventory of equipment for the DT department and organise store rooms and store cupboards.
* Support the DT staff in all practical lessons by being an additional adult in the DT labs.
* To maintain the DT department resources and keep accurate records of resources through an Inventory.
* Preparing materials for DT lessons, such as printing materials and cutting paper, wood/ plastic to size, as requested.
* Printing, scanning, photocopying and laminating and mounting pupil’s work.
* Creation of lesson resources for practical lessons.
* To ensure all tools and equipment are stored securely after use.
* To ensure all pupils’ work and unused material is returned to the appropriate storage area.
* To assist in preparing classroom and corridor displays.
* To inform (and if required arrange) for the regular safety inspections of all machinery and equipment.
* Assist in completion of Risk Assessments and the implementation of DT H&S policy. Keep records of all risk assessments and certificates up to date.
* To ensure the DT rooms are kept secure, clean, tidy and free from all hazards, and to report any building maintenance issues on behalf of the department.
* To ensure departmental first aid boxes are kept up-to-date and stocked.
* To assist in the preparation of orders for materials as well as additional machines.

**Covid**

* To collaborate with other staff member to ensure DT facilities comply with current covid regulation set out by ADEK.
* Organise and prepare cleaning of DT room, equipment and machinery when required.
* Maintenance of current covid protect equipment.