



King Edward's WITLEY

Job Description – DT Technician

Overall Purpose

To provide technical support to the Design and Technology (D&T) department to ensure the smooth running of lessons, maintain a safe working environment, and assist in the preparation and maintenance of tools, materials, and equipment. The technician plays a key role in supporting high-quality teaching and learning in areas such as Resistant Materials, Product Design, Engineering, and all other areas required by the department.

Hours of work: Full-time (40 hours per week). Term-time only, plus a total of two weeks (such as 2 days prior and 1 day after each term).

Reporting to: Head of DT

Location: King Edward's Witley

Direct reports: Nil

Main duties and responsibilities

Preparation and Support for Lessons

- Prepare, set up, and clear away materials and equipment for practical lessons.
- Assist teaching staff during practical lessons as required, providing hands-on support to pupils.
- Construct teaching aids and prototypes to support curriculum delivery.
- Develop and prepare resources, including CAD/CAM files, laser cutters, and 3D printers.

Equipment and Materials Management

- Maintain all tools, machinery, and equipment in safe working order; carry out routine maintenance and arrange servicing as needed.
- Monitor stock levels and order consumables and materials in line with departmental budgets.
- Organise and maintain safe and tidy storage for tools, materials, and student work.
- Ensure all machines are used in accordance with Health and Safety requirements (e.g. COSHH, CLEAPSS).

Health and Safety

- Uphold a strong health and safety culture in the department, ensuring student safety at all times.
- Carry out risk assessments for practical tasks and equipment use.
- Ensure compliance with statutory safety checks and regulations (e.g., PAT testing, D&T machinery regulations).
- Provide training to staff and students in the safe use of equipment.

Administrative and General Duties

- Assist with the display of student work and preparation for exhibitions or open days.
- Support with administrative tasks such as inventory management, budgeting records, and material requisitions.
- Attend departmental meetings and contribute to planning and development.

Person Specification

Essential

- Relevant technical qualification or significant experience in a Design & Technology environment.
- Strong practical skills with tools, machinery, and materials used in D&T.
- Knowledge of health and safety legislation relevant to a school workshop.
- Competent in the use of CAD/CAM technologies and software (e.g. SolidWorks, 2D Design, Fusion 360).
- Good organisational and time-management skills.

Desirable

- Experience working in an educational setting.
- Knowledge of or experience in food technology or textiles.
- First aid training and/or willingness to undertake training.
- Flexibility to support school events and activities outside of regular lessons.
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The above is not intended to be an exclusive list of tasks and other duties may be expected as reasonably determined, especially as this is a new role to the School.

This job description will be reviewed as appropriate in consultation with the post holder.

Signature of Postholder: _____

Date: _____