



## Product Design Technician

### Job Description

#### JOB PURPOSE

To provide a full range of technician services to the Technology Department and to give support to the site team with regard to general maintenance tasks.

#### 1. SERVICING OF TECHNOLOGY WORKING AREAS

- General care of technology working areas, including the regular inspection and maintenance of hand tools, machinery and ancillary equipment.
- Grinding, sharpening and general maintenance of all tools and equipment.
- Minor repairs to machinery, hand tools and equipment including the replacement of parts, and informing the Head of Department if major repairs become necessary.
- Safe storage of tools and equipment and materials including the manufacture of storage racks and shelves.
- Regular inspections of furnishings including benches, tables, stools, equipment and services and the carry out of minor repairs as necessary, reporting the need for major repairs to the Head of Department.
- Maintain stocks of consumables for use throughout the department including the safe storage of such items within the storage areas and the assimilation of new stock and equipment.
- Maintain an inventory of all equipment and equipment within the department.
- Help to maintain an attractive and orderly teaching and learning environment for pupils using the technology working areas.

#### 2. WORK AND MATERIALS PREPARATION

- Preparation of materials for classes including cutting various materials e.g. wood, metals and plastics.
- Provide such materials or equipment in the relevant teaching areas, and transport light equipment and teaching aids where required.
- Design and make patterns, jigs and mould where appropriate and as required within the department.
- Maintain and repair teaching aids e.g. equipment trolleys, display boards, drawing desks providing minor repairs as required.
- Manufacture teaching and safety aids where required.
- When required visit appropriate retail outlets and manufacturer/supplier to purchase additional items/equipment.



# Blue Coat

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### **3. CAD/CAM**

- Maintain CAM equipment including carrying out regular maintenance procedures
- To collate CAD software files and to manufacture products from these files as required.
- To oversee the general storage and care of laptops and to report any faults to the Head of Department and/or the ICT technicians.

### **4. CLASSROOM SUPPORT**

- To provide support to individual and groups of students as directed by the HOD or classroom teacher during their lessons
- To provide additional support to individual and groups of students as directed by the HOD or classroom teacher during times other than their lessons
- To provide support for teaching staff at lunch times and after school (flexible working hours)

### **5. SITE SERVICES SUPPORT**

- To assist the site team with general repairs and maintenance as required by utilising technology skills and equipment
- To assist theatre staff with building of sets utilising technology skills and equipment

Any other tasks or duties which are within the spirit and scope of the post and the grading of the post.

The balance of time being devoted to the range of duties and responsibilities will be subject to regular review by the Head of Technology in discussions with the post holder

This post is responsible to the Head of Department Technology and Executive Business Manager