

Job Description

Position	Design and Technology Technician
Timings	8am – 4pm including break (30mins) and lunch (1hr)
School / Team	Teaching Assistants
Responsibilities	Senior and Prep School
Line Manager	Head of Design and Technology
To be read alongside	Teaching Assistant Job Description
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This job description is a fluid document, and the list of responsibilities should not necessarily be seen as absolute. The post holder may be expected to carry out additional tasks that are reasonably deemed appropriate and, in a new and growing school, the job is likely to evolve.

Summary of Role:

- To support, develop and complement the academic staff within the Design and Technology Department in their work with students across all key stages of the curriculum as directed by the Head of Department.
- To co-ordinate the preparation of materials and machinery in good time for classroom activities to take place in the allocated timeframe.
- To ensure the working environment within the Design and Technology Department remains safe and in line with Health and Safety legislation.

Principal Responsibilities to be carried out with team members:

- To ensure students have access to the appropriate protective clothing/equipment (PPE) for the activity being undertaken.
- To work in line with the School's policies and procedures ensuring the provision of a safe working environment for students at all times.
- To support trial projects with members of department to explore issues and possibilities prior to live run with students.

- Assist with the implementation of Health and Safety policy according to regulations including but not limited to annual checking, recording and updating of the Health and Safety documentation.

Responsibilities of the post:

- To assist with the operation of specialist equipment within the workshop and oversee their use either in
 - group work on an individual basis.
 - to respond to questions raised by students and provide considered feedback in support of their progress.
 - to set up equipment, tools and materials for specific lessons as directed by the department staff in a timely manner.
- To prepare materials for projects prior to lesson ensuring correct quantities for class. This could involve cutting and gluing. Preparation of Jigs, moulds/patterns for new and ongoing projects.
- To provide technical assistance and support during lessons as directed by the class teacher and with guidance on the level of assistance required.
- Organise students work, tools and equipment and store when dry and ensure tools are racked and labelled correctly.
- Place and receive orders in an orderly and timely manner ensuring stock levels are monitored, unpacking and storing of wood, metal and plastic materials. Advise HoD of any stock requirements in good time.
- Undertake daily maintenance checks of machinery, cleaning, oiling and changing or re-setting blades as and when required. Remove dust from extraction units. Maintain log sheets in respect of same for monitoring purposes.
- To maintain hand tools including but not limited to replacement of broken blades in hacksaws, coping saws etc. Re-set, replace or sharpen blades in planes, marking knives, drill bits and chisels, either by grinding, grindstone or replacement.
- Organise and implement the annual machinery maintenance by contractors.
- Maintain and update the electronic list of resources held which fall within COSHH legislation, highlighting specific requirements for safe use and storage of same.
- To work with class teachers to assist in the creation and maintenance of inspiring displays for everyday and special events within School.
- To take responsibility for and supporting students to ensure they leave the workshop clear at the end of lessons; excess waste material to be swept so as not to cause trip/slip hazards. Clean down machines and work surfaces to provide a safe environment for next class.
- To operate the CAD/CAM facilities within the department and process students jobs and monitor the progress on a variety of CNC machines.