



<b>Post Title</b>	<b>Design and Technology Technician</b>
<b>Reporting to</b>	Head of Technology
<b>Responsibility Level</b>	NJC Band C Point 13 -23 (FTE £15,444 - £20,198) Full Time, Term Time Only
<b>Location</b>	Grace Academy Solihull
<b>Job Purpose</b>	To assist all Design and Technology teaching staff in providing Students at Grace Academy Solihull with a relevant and effective Design & Technology experience and ensure high levels of achievement.
<b>Skills and Abilities</b>	<p><u><b>Main Responsibilities</b></u></p> <ul style="list-style-type: none"> <li>• To assist technology staff in developing appropriate resources for teaching and learning.</li> <li>• Under the direction of the Head of Department, to ensure that all Health &amp; safety requirements are met.</li> <li>• To maintain and monitor consumables and equipment in Design &amp; Technology to ensure all students are able to access a wide range materials and processes as part of their Technology provision</li> <li>• To assist teaching staff in promoting and raising the profile of D&amp;T within and outside School</li> <li>• To support the development and delivery of Computer Aided Design &amp; Manufacture in D&amp;T.</li> </ul> <p><u><b>Key tasks</b></u></p> <ul style="list-style-type: none"> <li>• To prepare materials &amp; equipment for practical lessons.</li> <li>• To maintain machinery and equipment in accordance with Health &amp; Safety requirements.</li> <li>• Carry out weekly Health and Safety checks on all equipment and machinery and report directly to the Head of Department.</li> <li>• Assist in the production of Risk and COSHH assessments.</li> <li>• To maintain and carry out weekly maintenance of all CAD/CAM equipment.</li> <li>• To maintain and monitor stock control.</li> <li>• To assist in the ordering of materials and equipment.</li> <li>• To carry out weekly material and equipment checks across all Technology rooms.</li> </ul>



	<ul style="list-style-type: none"><li>• To assist staff in preparing and setting up displays for outside competitions.</li><li>• To assist staff in the production and updating of Technology displays within the School.</li><li>• To be proficient in the use of the range of CAM equipment and provide technical support during lesson time.</li><li>• To be proficient in a range of CAD software as stipulated by the HoD and provide technical support during lesson time.</li><li>• To provide technical support to staff during lesson time as and when required.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Appropriate to the role</li></ul>
<b>Education</b>	<ul style="list-style-type: none"><li>• Good numeracy and literacy</li></ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"><li>• A willingness to fit in with the ethos of the Academy</li><li>• A willingness to undertake training to meet demands of the job</li><li>• Well organised</li><li>• Calm</li><li>• Enthusiasm</li><li>• Flexibility</li><li>• Initiative</li></ul>