

Post Title: D&T Technician
Responsible to: Head of Design & Technology
Grade: NJC Scale C5-C7

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Main Purpose of the Post

To provide specialist support in the Design & Technology Department including preparation and maintenance of resources and support to staff and students.

Responsibilities

- To prepare resources for lessons in Product Design & Food Technology Areas.
- Ordering materials, parts, and consumables.
- Maintenance of machines, equipment and resources in all D&T areas.
- Be prepared to train on how to use 2D and 3D CAD software, 3D printer, laser cutter and other CNC machinery.
- To keep Health and Safety requirements for the Design & Technology Department including any relevant documentation and ensure records are kept up-to-date.
- Liaises and works with external servicing and Health & Safety contractors and ensure machines are in safe working order.
- To provide classroom assistance where some particular machines are used.
- Department upkeep, including maintaining inventories of equipment and managing stock, rotation.
- Organisation and storage of materials, resources and student's work
- To help maintain a safe and tidy working environment across the department including day-to-day safety checks of rooms and machines.
- Work with other departments to assist them as and when required and able in line with specific Design & Technology Department work
- Be prepared to work individually to assist students
- Undertake first aid training as required

Expectations

1. As appropriate, the postholder's duties must be carried out in compliance with the following:
 - Trusts' Equality Scheme
 - Information Security Policies
 - Financial Regulations
 - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
2. To work flexibly as required
3. To maintain confidentiality of the Trust's affairs
4. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
5. To work at all times within Code of Conduct of the Safeguarding Policy

6. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post

Performance Management

Your annual performance review is based on this overall job description and with particular emphasis on your annual targets. You are performance managed by the Head of Design & Technology

Name:		Date:	
Signed:	(Principal)	Signed:	(Member of Staff)