



JOB DESCRIPTION	
Job Title	DT Technician
Pay Range	B1
Responsible To	Head of Faculty
Date Reviewed	September 2020

Purpose of Role

This role provides a technician support service to the Design Technology department.

It involves preparing materials and equipment, cleaning and maintaining a wide range of resources in all areas of Technology, including wood, metal, plastics, electronics, textiles and graphics. It also involves the use and maintenance of equipment and machinery associated with them.

Key Responsibilities

To promote, share and support the college's responsibility for the safeguarding, well-being, education and safety of all students.

Daily

- Prepare materials – wood, metal, plastic and fabric
- Prepare & maintain equipment – for example, drills, saws, line bender, vacuum former, vinyl cutter etc.
- Prepare teaching resources – photocopying etc.
- Assist with the preparation and maintenance of classroom resources (eg scanning and printing examples of artwork).
- Assist in practical classes and carry out demonstrations when required.
- Help in class including cleaning up and tidying away for lessons.
- Open up power tool cupboard and ensure all batteries are fully charged for cordless tools.
- Check used equipment is replaced.
- Repair any damaged equipment as soon as possible after being reported.

Weekly

- Administrative duties e.g. data input, production of notices for display etc.
- Assist with displays of student work.
- Maintenance check on all machines (log and sign off).
- Clear and tidy away materials, tidy preparation areas.
- Check state of equipment, benches and tables – clean and maintain as necessary.
- Clean whiteboards throughout department.

- Top up washing up liquid bottles and glue bottles.
- Check equipment drawers/trays and replenish consumables.
- Check and clean filters on dishwashers, tumble dryer, extractors and vacuum cleaners.
- Monitor and maintain department laptops and computers

Half termly

- Monitor stock levels and advise Head of Faculty accordingly.
- Receive, check and put away deliveries.
- Service heavily used equipment/tools.
- Empty and clean extractors/sinks.
- Clean equipment drawers and cupboards in food room.
- Clean and tidy all stock rooms, workshops.
- Collect resources from local firms who do not deliver

Termly

- Check and sharpen all tools and equipment as necessary.
- Replace sanding discs, bandsaw blades, planer blades etc.
- Repair or replace bench hooks, vice jaws, bench tops.

Annually

- Replace/repair bench tops and edging workshops.
- Check and update equipment inventory.
- Ensure all electrical items are available for PAT testing.
- Stock checking.

College Ethos

- Play a full part in the life of the College community, to support its distinctive mission and ethos.
- Support the College in meeting its requirements for collective worship and liturgy.
- Comply with the College's policies and procedures.

Other

- Undertake other responsibilities as directed by the Head of Faculty and SLT
- Undertake professional development and appraisal
- Demonstrate an awareness of, and observe, health and safety standards and requirements.