



JOB DESCRIPTION	
JOB TITLE	Design and Technology Technician
DEPARTMENT	Design and Technology
LINE MANAGER	Head of Design and Technology
RESPONSIBLE FOR	Supporting in Design and Technology
SAFEGUARDING <i>Forest School is committed to safeguarding and promoting the welfare of children.</i> The postholder will be required to; <ul style="list-style-type: none">• Complete an Enhanced Disclosure and Barring Check (DBS).• Complete Child Protection Training.• Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.	
JOB SUMMARY: We are seeking an enthusiastic, inspirational, and qualified Design and Technology technician to join our thriving and forward-thinking department. The successful candidate will be able to demonstrate knowledge and passion for the subject and commitment to support in the day to day running of the department. It is essential that the candidate is willing to work closely with the Head of Design and Technology and skilled teachers, as part of a hardworking team. To support in preparation of materials, resources and equipment needed for teaching and learning, maintain, and replenish stock of materials and new equipment, and maintain existing machinery, and resources in the workshops to ensure that staff and pupils can work safely. The successful candidate will be comfortable working with machinery and workshop tools, with knowledge and/or experience of using CAD and CAM. The candidate will be expected to carry out machine maintenance, record keeping of logs and health and safety risk assessments and machine/workshop audits. It will be necessary for the post holder to have Health and Safety accreditation in the safe use of tools and machinery in the workshop. Training will be provided for the right candidate.	
KEY RESPONSIBILITIES <ul style="list-style-type: none">• Preparing in advance of lessons, all necessary resources, materials, and equipment in workshops for practical activities. Collecting equipment at the end of lessons, ensuring safe keeping.• Running demonstrations and helping pupils with learning as appropriate.• Advising pupils on the correct use and safe procedures in using tools, equipment, and machinery.• Ordering and maintaining adequate levels of stock / materials / equipment for the department. Keeping an up-to-date record of stocks, compiling orders, and obtaining costings.• Ensuring tools, equipment and machinery is repaired, maintained, and in good working order.• Managing the department to comply with all Health and Safety laws, updating risk assessments, conducting machine and workshop audits.• Assisting during Design and Technology lessons, supporting pupils before and after school (on occasions with sole responsibility).• Coordinating annual machinery maintenance, gas inspection, LEV, and PAT testing.• Keeping pupils 'Skills Register' up to date for workshop machines and processes.	

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- Maintaining high quality displays and preparing exhibitions for departmental and school events.
- Ensuring healthy, safe storage and accessibility of equipment and materials.
- Under the overall guidance of the line manager, ensuring that both routine and non-routine checking, cleaning maintenance, calibration, testing and repairing of equipment is carried out to the required standard.
- Oversee all workshop activities as appropriate.

The successful candidate will be:

- Knowledgeable in Design and Technology.
- Positive, approachable, and supportive.
- Organised and methodical.
- Able to work to deadlines, follow instructions and work on own initiative.
- Professional with effective communication skills.
- Efficient with good administration skills.

The duties outlined in this job description are non-exhaustive and can change with consultation by the Head of Design and Technology and the School's Bursar.

TERMS AND CONDITIONS:

- Salary: Commensurate with role and its responsibilities
- Hours: Full time, Monday to Friday. Term time hours: 08:00 – 16:30. Plus an additional 10 working days during Forest School holidays, to include 5 days at the end of the summer holidays.
School holiday hours: 08:30 – 15:30
Occasional weekend or evening for School events, including Open Day and InSET days.
- Holiday: 30 days holiday plus statutory English public holidays (annual leave entitlement to be offset against the non-working days during Forest school holidays).
- Support staff are enrolled into a defined contribution scheme. Staff are required to make a minimum contribution into the scheme, amounting to 5%. The School will make a graduated employer contribution, starting at 11%, based on length of service.
- Free lunches during term time and when working during the school holidays.
- Refreshments available in the Common Room throughout the day.
- Discounted membership of the Sylvestrian Leisure Centre.
- Assistance obtaining permit of parking.
- Employer death in service benefit.
- Support with extensive CPD opportunities.

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