



## **JOB DESCRIPTION**

<b>TITLE OF POST:</b>	<b>Design and Technology Technician</b>
<b>GRADE:</b>	<b>Scale 5- £24,462 to £25,809 pro rata actual £21,496 to £22,680</b>
<b>PURPOSE OF POST:</b>	<b>To coordinate and organise the use of practical resources and facilities within the DT Faculty. Provide assistance and advice in meeting the practical needs of the DT curriculum, including liaising with teaching staff and support staff outside of the department.</b>
<b>FROM:</b>	<b>As soon as possible</b>
<b>LINE MANAGER:</b>	<b>Head of Department</b>
<b>TERMS AND CONDITIONS:</b>	<b>36 hours pw; 40 weeks per annum, Monday to Friday - Hours: 8am -4pm</b>

### **Main Objectives**

To coordinate and organise the use of practical resources and facilities within the DT Faculty. Provide assistance and advice in meeting the practical needs of the DT curriculum, including liaising with teaching staff and support staff outside of the department.

### **Main Responsibilities/Key Tasks**

#### **Support the team**

- Preparation of resources.
- Obtaining materials by local purchase.
- Giving technical advice to teachers, technicians and students.
- Carrying out risk assessments.
- Assisting in practical classes. Carrying out occasional demonstrations.
- To assist the team-leader with the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved.
- Attending departmental meetings.
- To support the team-leader in ensuring the availability of suitable materials and equipment, compiling orders and liaising with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of stock.
- Auditing materials and equipment
- Maintaining machinery and equipment, reporting and resolving mechanical faults.

#### **Support the curriculum**

- Assisting Students with machinery and equipment.
- Assisting pupils and maintaining CAD and CAM equipment.
- Preparing material and equipment for practical lessons.

- Demonstrate usage of equipment to staff and Students.
- General cleaning of workbenches and surfaces and fixed equipment.
- General cleaning and repair of equipment.
- Checking stock, ordering.
- Collecting, checking and returning equipment to stores.

### **Support for the school**

In accordance with CLEAPPS guidelines, to ensure the maintenance of a health and safety working environment through:

- Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources.
- Keeping up-to-date with current procedures and practices through continuing professional development.
- The provision of technical advice and support on health and safety issues to teaching and trainee technical staff.
- The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.
- The healthy and safe storage and accessibility of equipment and materials.
- Keeping up to date with health and safety requirements and with developments within the subject area. (Attending courses & reading publications).
- Giving health and safety advice to technical staff, teachers and students.
- Disposal of waste materials.
- Checking all machines and equipment (including first aid kits); carrying out electrical and other safety checks etc.
- Organising storing and checking the condition of hazardous solutions and ensuring they are stored appropriately.
- To contribute to the design, development and maintenance of specialist resources and/or long-term projects.
- Under the (overall) guidance of the team leader, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference, ensuring that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with clubs and extra-curricular activities (within contracted hours).

### **Arrangement for appraisal of performance**

There is an annual cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.