# THE HARWICH AND DOVERCOURT HIGH SCHOOL

**JOB DESCRIPTION**

**Job Title:** Design & Technology Technician

**Job Grade:** Band 2 (Full range)

**Responsible to:** Key Stage Leaders

(Design & Technology)

**Hours/Weeks:** 37 hours (term time only)

# Job Purpose:

* To provide comprehensive technician support to staff and students in the Design & Technology Department.

# Duties of the post:

* To ensure the efficient preparation and organisation of lesson materials as required
* To be responsible for implementing Health and Safety within the department in conjunction with the designated Health and Safety Lead for Design and Technology Department, to include the monitoring of all hazardous materials, the updating of safety records for all machinery and coordinating Health and Safety training for departmental staff as required.
* To be responsible for the general cleanliness of the department (including the emptying of wood dust bins), maintenance of the air filtration units, extraction units and ensuring the workshop is kept clean, tidy and organised at all times.
* To be responsible for ensuring the tidiness and organisation of storerooms, cupboards and preparation room.
* To be responsible for the ordering of supplies and materials as required, whilst remaining within the allocated budget and keeping a log of all

outgoings and suppliers.

* To liaise with the Facilities Department regarding blade replacement in band saws, planer/thicknesser and circular/power saw and to undertake relevant training to enable this to become part of job role
* To be responsible for general machine and tool maintenance
* To undertake administrative tasks as requested by the Key Stage Leaders
* To support and work directly within the classroom/workshop with the teaching staff to aid the teaching and Learning within the Department. This may include reprographic tasks, photocopying etc.
* To work with teaching staff to support after school clubs and activities e.g. for students at KS3 (11-13yrs) and to support after school activities like coursework catch up at KS4 & 5 (14-19yrs)
* To work closely alongside the Facilities Team in ensuring that statutory checks and procedures are in place, helping support the non-term functions that will be completed by the on-site facilities team
* To assist staff and students with in-class demonstrations or individual tasks and projects.
* Use of CAD/CAM equipment such as laser cutter and 3d printer to prepare resources and files (training can be given)
* Comfortable using ICT (such as Excel, Word, email)

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

There is a requirement to submit an enhanced Criminal Records Bureau check.