SOLIHULL

# JOB DESCRIPTION: DESIGN TECHNOLOGY TECHNICIAN

**Responsible to: Head of Design & Technology**

**Primary Responsibility: To support the teaching of Design & Technology**

**Responsibilities:**

The main responsibilities include:

- Preparing materials for Junior & Senior school project work.
- Support practical workshop sessions with supervision, practical instruction and demonstrations.
- Setting up equipment for lessons as required.
- Maintenance and adjustment of all power machines (band saws, lathes, miller, planer, circular saw, grinders, sanders, router etc. and recording of checks via the schools 'Safety Cloud' system.
- Maintenance and setting up of all CAD/CAM equipment. Checks to be recorded via the schools 'Safety Cloud' system for health and safety records.
- Maintenance and sharpening of all hand tools.
- Electronic stock keeping and ordering of all departmental materials and equipment, maintaining a record of departmental spending.
- Producing Teaching aids and updating displays and visual material around the department. This includes assisting with preparation and setting up displays, for events in other areas of the school.
- Maintaining H&S records via the schools 'Safety Cloud' system, including work Equipment checks, Risk Assessment, COSHH, LEV and site audits.
- Developing the infrastructure of facilities of the department as required.
- Assist with organisation of trips
- Support catch-up sessions and clubs during lunch or after school.

General:

- Support the aims of the school.
- Support all members of the school community with respect and consideration.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Take responsibility for professional development, participating in staff training including INSET days where required, and the School's CPD and Professional Development procedures.
- Participate in the management of the school by attending meetings as required.
- Adhere to the Health & Safety Policy.

Other:

The Job Description is subject to:
Other reasonable requests by negotiation with the Bursar and Headmaster
Annual Review

**PERSON SPECIFICATION: DESIGN TECHNOLOGY TECHNICIAN**

| | ESSENTIAL | DESIRABLE |
|---|---|---|
| **Qualifications/ Professional Bodies** | • Willing to undertake any additional training as required | |
| **Experience** | • Previous experience working with power machining such as lathes, drills and millers in a commercial or educational setting | |
| **Skills/knowledge** | • Strong ICT skills<br>• Ability to operate and maintain power machinery | |
| **Personal Attributes** | • Suitability to work with children<br>• Proactive and able to work independently as well as part of a small team<br>• High level of practical and problem solving skills<br>• Flexible approach and ability to prioritise short and long term tasks<br>• Organised | |