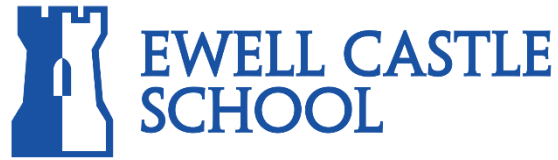


**Job Description:
DT Technician**



The Technician is accountable to the Head of Design and Technology.

Key responsibilities include:

- To maintain, check and clean the dust extraction equipment once a week.
- To maintain, check and clean the laser cutter once a week.
- To carry out repairs, maintenance and Health and Safety checks on all workshop equipment when necessary.
- To check and repair electrical equipment in both rooms from time to time and ensure they are in working order.
- To maintain the Store Rooms organized and tidy ensuring there is allocated space for student's work.
- To assist in the construction of storage systems, installation of equipment, modification of equipment or installations relating to the department, or other school needs as requested by the Head of Design and Technology.
- To assist in the preparation of materials and displays for Open Days and others events relating to the department or other school needs as requested by Head of Design and Technology.
- To assist during practical lessons with demonstrations or ensuring students are adhering to the health and safety regulations.
- To ensure all teaching materials required have been prepared in advance and are ready to be used in lessons.
- To ensure all equipment and materials have been stored correctly at the end of every lesson.
- To maintain the fabric of the department (paint walls, create storage, fix fittings)
- To assist in the construction of sets for school drama and other productions;
- To assist with PAT testing.

Other duties:

- To attend all INSET sessions and participate in training as deemed appropriate for professional development.
- To support School functions as directed by the Principal.
- To participate in appropriate meetings with colleagues, parents etc. relative to the above responsibilities and duties.
- To participate in Performance Management and Appraisal & Review arrangements.
- Carrying out any other duties which may reasonably be assigned by the Principal.

This job description will be reviewed as and when necessary in accordance with the needs of the School.