



Design Technology Technician

The Product Design Department has an excellent track record at GCSE and A Level, and has won several awards from the Good Schools Guide. Product Design is an extremely popular subject and the department maintains a fierce academic rigour whilst allowing pupils the thrill of designing and creating their own products.

The main function of the DT Technician is to support the Produce Design Department in providing excellent teaching and learning and a clean and safe working environment.

Duties and Responsibilities

- Prepare rooms and materials prior to lessons according to the needs of teaching staff
- Ensure students work and equipment is returned to the appropriate storage areas
- Ensure the rooms are kept clean, tidy and free from hazards
- Keep the workshop organised and in good working order
- Provide support to teaching staff during practical lessons
- Assist teaching staff to promote and raise the profile of DT
- Support the teacher in lessons and supervise small groups to facilitate their learning.
- Read technical third angle drawings , quantify materials, order and prepare hardwood for student projects
- Support Exhibitions and events including supporting staff & pupils in some Twilight sessions in the autumn term (February and March).
- Help/support pupils with individual projects.
- Attend department meetings
- Take an active involvement in external workshops and school trips
- Prepare display materials and equipment for parents' evenings; remove and display items of work around the school, as and when requested.
- Assist with the administration of the department and print, scan, photocopy, laminate work

Health and Safety

- Carry out first line servicing of machines and equipment to ensure safety and reliability. This will include cleaning, oiling, sharpening, removing dust, and undertaking minor repairs.
- Ensure all tools and equipment are stored securely after use
- Ensure hand tools are kept in optimum condition and stored correctly.
- Maintain equipment and tools in the workshop and teaching areas
- Undertake general workshop maintenance and DIY tasks, including the use of workshop machinery where required (soldering, bandsaw, thicknesser, circular saw etc.).
- Liaise with external H&S organisations who carry out annual inspections (e.g. fume and dust extraction).

- Control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health & Safety, COSHH and ESCC regulations are adhered to. To maintain all necessary safety signs adjacent to machinery and maintain a record of all equipment checks.

Resources

- Ensure stock is available and equipment is ready for use
- Order and maintain stock and equipment
- To know and understand the budgeting for the department and manage orders according to the quota.

Communication

- Establish good working relationships with students
- Promote inclusion of all students and encourage to engage in activities
- Liaise with teaching staff
- Be aware of and comply with all Foundation policies.
- Be aware of the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection; and report any concerns to an appropriate person

Personal Specification

Skills and Knowledge	• Familiarity with DT materials and techniques • Familiarly with standard computer packages such as Microsoft Office • Ability to work as part of a team • Ability to work to deadlines and respond to changing demands occasionally under pressure • Good organisation skills • Good communication skills • Knowledge of Health and Safety • Ability to work on own initiative
Qualifications/ Experience	• Experience of working in a Design and Technology environment • Experience of working in an educational environment • Experience designing and making products eg timber and metal based furniture, jewellery, lighting, home based accessories, etc. • Experience of managing DT resources would be desirable, training can be provided. • Previous experience accurately using workshop machines and tools including a circular saw and a planner and thicknesser, to fine tolerances
Other Requirements	• Satisfactorily meeting the schools employment checks – Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK