



## **Burnham Grammar School**

**JOB TITLE:** DT Technician

**LOCATION:** Burnham Grammar School

**GRADE: Bucks Scale: 2**  
**2 days per week; 39 weeks + 3 weeks (pro rata)**

**DEPARTMENT:** Art, Design and Technology (ADT)

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**REPORTS TO:** Head of ADT

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**MAIN PURPOSE OF JOB:**

To provide an efficient and effective support service within the ADT department; specifically, to provide technical and practical in class support and preparation.

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**DUTIES AND RESPONSIBILITIES:**

1. Primarily to support the work of the design and technology department by ensuring that the resource and materials requirements of the department are effectively met
2. Secondly to support the Food & Art departments
3. Prepare materials, equipment and resources for ADT lessons
4. Administrative tasks e.g. filing, photocopying and laminating
5. To organise any repair and maintenance of equipment, including tool sharpening ensuring all equipment is maintained in a good working order
6. To undertake routine maintenance of workshop/classroom equipment and to maintain all equipment and utensils in good working condition.
7. To ensure that equipment and working areas are kept in clean and tidy order, specifically after lessons
8. To provide technical support during lessons, including individual or small group pupil support where appropriate.

**General**

1. To assist the Head of ADT in reviewing, modifying and implementing systems as and when required.
2. To assist the Business Manager in reviewing and implementing health and safety systems when required.
3. To ensure confidentiality at all times adhering to the Data Protection Act.

4. To carry out any broadly similar duties as may be required from time to time.
5. To have due regard to health and safety of self, staff, students and visitors and have responsibility for bringing matters of concerns to the attention of the Business Manager.
6. To occasionally escort and supervise students on educational visits and out of school activities.
7. To write a procedures document for the post of ADT Technician.
8. Undertake occasional whole class supervision in the absence of class teachers, setting work previously prepared by the teacher.

Date Prepared.....

**This document must not be altered, without consultation with all relevant parties, once it is signed.**

Signature of Postholder..... Date.....

Signature of Headteacher..... Date.....