



Title of Post:	Design & Technology Technician
Post Status:	Permanent
Working Year:	Term Time only 43.62 weeks per year
Hours of work:	21 (over 3 days)
Salary Grade	Grade 5 SCP 14-17
Accountable to:	Head of Department – Design & Technology

Job Purpose

To provide specialist technical and administrative support predominantly working within the Design Technology Department.

Duties and Responsibilities

Practical requirements

- Preparation, manufacture, assembly setting up, checking and issue of materials, components, machine, tools and equipment
- Checking and monitoring before and after use in line with current COSHH regulations
- Checking equipment, keeping all tools in good order, sharpen and set when necessary and carrying out routine maintenance ensuring that health and safety standards are met
- Setting up, checking and issuing equipment for use in lesson activities
- Retrieving and clearing away equipment and students' work at the end of teaching periods
- Disposal of waste, including chemical and flammable waste, in accordance with HSE Regulations and current waste management policies
- Prepare and construct demonstration models for the curriculum
- Delivering demonstrations of the equipment and machine tools where necessary
- Support the teaching of practical aspects of Resistant Materials and Food Technology
- Checking and updating resources maintaining records
- Aiding the practical Food lessons as directed by the Head of Department. Overseeing laundry and storage facilities

Support for the Teacher

- General maintenance of technology rooms and equipment.
- Preparing materials for practical lessons and setting up equipment.
- Ensuring that equipment is ready for lessons.
- Filing and ordering reprographics.
- Making regular safety checks on equipment.
- Placing orders and checking deliveries.
- Checking equipment before and after use by a class for quantity and damage.
- Supporting teachers during lessons, educational visits and activities in school.

Maintenance

- Organising safety checks and repairs on small and large equipment, using outside contractors where necessary

- Controlling all maintenance and monitor servicing of the workshop machines and equipment
- Ordering all materials and stationary for the department
- Storing of equipment, machines and materials, including chemical and flammable substances in accordance with HSE Regulations, maintaining clear precise records
- Providing safety advice to the department including maintenance and update of hazard information
- Preparation, review and update of all department risk assessment

Organising and managing practical resources

- Supporting coordination of the use of resources within the faculty
- Ensuring that appropriate stock levels are maintained and stock checks are routinely carried out
- Liaising with teaching staff to ensure the right materials are stocked and prepared

Development

- Contribute to the design and development of practical activities
- Trial practical activities with feedback to the department
- Involvement in discussing and planning the practical requirements of the curriculum as required
- Support the teaching of students within the workshops

Other duties

- Opening rooms, check heat, light and power provision
- Undertaking first aid training and duties such as checking first aid equipment and replenish when necessary
- Preparing and photocopying resources and display materials
- Ensuring use of protective clothing and equipment as may be required
- Maintaining and operating an efficient filing system updating on a continuous basis
- Maintain building operations and overseeing any repairs and that may be required to equipment or machinery
- Guiding and assisting maintenance visitors and reporting any information to Head Of Department

Job Description and Personal Specification agreed by:

Post holder:

Signed: **Date:**

Name of line manager:

Signed: **Date:**