**Job Description**

**Job Title: Design Technology Technician**

**Scale:**  **SCP 6**

**Duties:**

**Equipment and resource management**

Manage and maintain workshop tools, machinery and equipment

* Ensure all tools are in good working condition and ready for use
* Conduct regular inspections, performing routine maintenance tasks and coordinating repairs or replacements when necessary.
* Sharpening hand-tools, saws, planes etc
* Service, operate and maintain CNC machine
* Assisting with the ordering, management, sourcing of consumables
* Monitor and maintain stock levels
* Maintain general classroom equipment; light boxes, etc.
* Management of department audio-visual equipment

**Technical support and guidance**

* Provide technical support as required to both teachers and students in practical situations
* Cutting and preparation of materials for Design Technology lessons
* Provide guidance on effective use of workshop tools and equipment, to achieve desired outcomes.

**Health and safety compliance**

* Maintain a safe working environment within the workshop.
* Implement Safety checks under Health & Safety at Work requirements
* Work closely with teachers and students to ensure safety protocols and guidelines are met while in the workshop.
* Ensure the safe operation and maintenance of tools and machinery,
* Minor servicing of machinery; lathes, saws, small power tools

**Workshop organisation and maintenance**

* Organise workshop space to ensure easy access to tools, equipment
* maintain cleanliness and tidiness within the workshop
* oversee the maintenance and calibration of tools and machinery, scheduling repairs and servicing as required.

**Assistance in practical activities**

* provide practical assistance to both teachers and students.
* guide students on the safe and effective use of tools and machinery
* offer guidance and technical expertise.

**Administrative duties**

* Assist with display and the development of resources
* Assist with reprographics within the department
* Coordinate printed resources within the department
* Assist with printing of students work
* Open, check and close down CAD rooms and computer equipment

**Other duties**

* Minor school repairs
* Assist with the supervision of pupils in extra-curricular activities
* PAT testing of electrical equipment
* Assist with the preparation of sets for school productions
* Provide support for School Events
* Any other tasks as directed by the Head teacher which fall within the remit of the post

**PERSON SPECIFICATION FOR DESIGN TECHNOLOGY TECHNICIAN**

|  |  |  |
| --- | --- | --- |
| **SPECIFICATION** | **ESSENTIAL** | **DESIRABLE** |
| Relevant Experience | * The ability to work effectively with people | * Experience of working with students in an educational environment |
| Qualifications | * The ability to support the work of the technology department * The qualities you have as a person are more important than qualifications for this post |  |
| Special Skills and Knowledge | * To work proactively as well as prescriptively * To be highly organised yet adaptable and flexible * To work effectively as a member of a team | * See job description |
| Disposition | * Hard working * Ability to engage pupils through the development of effective working relationships * Patience * Resilience |  |
| Interests | * An interest in improving the life chances of children | * An interest in extracurricular activity |