

# Design Technology Technician

## Job Description



**Line Manager:** Head of Department  
**Date:** January 2023

### **Purpose of the job:**

- To provide practical, non-tutorial support in the provision of technical facilities to the Design and Technology department
- To assist the Teaching Staff within the department to aid the efficient and safe carrying out of all work undertaken
- The provision of all necessary materials for completion of the classwork as directed by the teacher in charge
- Day-to-day management of all aspects of maintaining a safe and healthy environment and ways of working

### **Specific responsibilities:**

#### Maintenance:

- Provide a good maintenance service to ensure safe and efficient workshop facilities.
- Repair all machines and hand tools.
- To maintain H&S standards throughout the workshop and department.

#### Equipment:

- To ensure that workshops and equipment are kept clean and tidy, to maintain equipment and carry out regular safety checks and to keep accurate records of all safety checks and all maintenance.
- To maintain the dust extraction system and to arrange for the disposal of workshop waste material.
- To maintain our range of CAD/CAM machinery including a laser cutter and 3D printer.
- To maintain, sharpen and repair hand and machine tools and other items for effective use.

#### Student Work:

- Operate and use of video and display equipment for students in Design and Technology work.
- To make up jigs and special components for project work.
- Check and control of stock used in each workshop.
- Preparation of all materials for classes in all years and to ensure the constant availability of sundry supply materials for pupils use ie glue, paint, glass paper etc.

#### Health & Safety:

- Risk assessments, servicing and documentation, servicing contractor liaison, record keeping
- Advice and assistance in respect of safe ways of working for staff and students

#### **Other:**

Undertake any other various responsibilities as directed by their line managers.

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### **Person Specification**

- Possession of safety certificates and experience in the following areas would be an advantage:
  - Woodwork machining.
  - Metalwork machining and welding.
  - Computer programs including 2D Design and Google sketch up
- Practical experience in a jobbing or maintenance workshop
- Ability to use woodwork machines, metalwork machines, welding equipment, 3D printer and laser cutter
- Some experience in a teaching environment would be an advantage
- To be willing to undertake Health & Safety training on the use of particular items of machinery, and the maintenance of safe systems of work, including risk assessment, schemes of work, keeping appropriate records, manual handling etc
- Working with MS Office programmes
- NB the role does involve a certain amount of manual handling of materials