

Job Description

Design and Technology Technician The Highfield School

Contract: Part-time
Actual Salary: H3 (pro rata)
Responsible to: Head of Design and Technology
Contract: Permanent

We are seeking an enthusiastic and highly motivated individual to support our friendly Design and Technology Team as a Technician.

Job Purpose

- Responsible for the technical support in the DT department through the preparation of tools, equipment and materials for lessons
- Undertake a practical health and safety role
- Service machinery within the department
- To support students in achieving their full potential through effective lesson support

Key areas of responsibility

- Support the Design & Technology department, which has a range of machinery including traditional wood machining equipment, hand tools and CAM & CAD facilities
- Work alongside an enthusiastic and dedicated team who place a high priority on your continuing professional development
- Be part of a good school and participate in delivering exceptional education within a specialist Design and Technology department

Main Responsibilities

Technical Support

- To prepare materials for lessons, as requested by each member of department
- Creation of lesson resources for practical lessons as requested by teachers depending on requirements
- Preparing materials for student use, such as cutting wood/plastic/metals/papers/boards/textiles to size
- Maintenance of materials and hand tools to be done on a regular basis, including the sharpening of blades
- Operate Laser Cutters, CAD tools(software), and 3D printers
- Assist in the introduction of new equipment into the workshops
- To ensure all tools and equipment are stored securely after use
- Assisting students & teachers in practical lessons and support wider-school initiatives and activities
- To ensure the D&T rooms are kept secure, clean, tidy and free from all hazards, and to report any building maintenance issues on behalf of the department

- Maintenance and servicing of all machinery in the workshops; hand tools, pillar drills, band saws, circular saw, vacuum former, laser cutter, 3D printer, line bender, soldering irons. This included changing blades or papers where required
- To be responsible with the classroom teacher for risk assessments and keeping children safe in the classroom

Administrative Tasks

- To draw up and maintain an inventory of equipment and organise storerooms and store cupboards
- To maintain department resources and keep a record of stock
- To assist in preparing classroom displays
- Assist in completion of Risk Assessments and the implementation of the DT H&S policy
- Keep records of all risk assessments and certificates up to date
- Completing regular Health & Safety checks in accordance with requirements
- To inform (and if required arrange) for the regular safety inspections of all machinery and equipment
- Ordering and tracking of resources and monitoring systems for stock levels

Knowledge, Experience and Training

- Experience of working within a workshop environment
- Some experience in maintaining and servicing workshop machinery
- Ideally, experience of working in an educational context, preferably a school but training will be provided
- A high level of drive and motivation
- Willingness to learn and receive training in new areas and skillsets
- Excellent organisational and inter-personal skills
- Ability to work across a variety of disciplines within design and technology (including; resistant materials, graphics, and textiles)

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.