

## **DESIGN & TECHNOLOGY TECHNICIAN – JOB DESCRIPTION**

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| Job Title:      | Design & Technology Technician | Job Ref: | TFA Technology |
| Responsible to: | Head of Design & Technology    | Grade:   | 4, SCP 5-6     |

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### **BASIC JOB PURPOSE**

To work with the team to help lessons run smoothly by providing support for staff with classroom and workshop based activities.

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### **MAIN RESPONSIBILITIES**

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| 1 | Carry out safe usage, inspection, operation, cleaning and minor repairs maintenance of Design and Technology workshop equipment. Replace serviceable items and undertake planned maintenance programmes.                                                                                                                                                                                                                      |
| 2 | Prepare a range of materials and set up machinery and equipment for design and technology lessons. Help resource lessons, create exemplar practical work and work with the team to develop extra-curricular activities.                                                                                                                                                                                                       |
| 3 | Lead the organisation and storage of tools and equipment. Continually develop and maintain an inventory of tools, equipment and materials in the department, ensuring tools and equipment are stored safely and efficiently.                                                                                                                                                                                                  |
| 4 | Carry out independent research and provide practical support and guidance for school staff in the use of materials, workshop techniques, practices and processes and recommend solutions to technical problems encountered.                                                                                                                                                                                                   |
| 5 | Demonstrate and provide hands-on practical pupil instruction in correct usage and application of workshop machinery and tools. Work with pupils on project work in a supporting role.                                                                                                                                                                                                                                         |
| 6 | Ensure the security of equipment at the end of class activities, breaks etc, including machine 'lock off' and power shutdown. Secure classrooms when not in use. Carry out formal risk assessments of Design and Technology machinery and electrical equipment and ensure that all Health and Safety Regulations are met. Liaise with line manager when issues of health and safety arise.                                    |
| 7 | Liaise with contractors and suppliers, check and sign of contractors' completion of rectification, refurbishment and maintenance work.                                                                                                                                                                                                                                                                                        |
| 8 | Work closely with staff to control stocks of materials and equipment, maintain an inventory and provide guidance and recommendation for the identification, specification and purchase of school design and technology materials and equipment. Monitor stocks of consumables. Produce product requisition forms in a timely fashion to ensure the smooth running of the department. Track and monitor the delivery of goods. |
| 9 | Help maintain the learning environment. Carry out minor repairs and 'DIY' style tasks such as fitting shelves and constructing tool/storage racks.                                                                                                                                                                                                                                                                            |

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| 10                                                                                                                                                                                                                                                                                                 | Provide immediate assessment and First Aid treatment arising from accidents, illness and incidents.                                                             |
| 11                                                                                                                                                                                                                                                                                                 | To take responsibility for one's own professional development, attending relevant courses and keeping abreast of current policy and practice.                   |
| 12                                                                                                                                                                                                                                                                                                 | Ensure all duties and responsibilities are undertaken in line with the school's Health and Safety policy.                                                       |
| 13                                                                                                                                                                                                                                                                                                 | To actively safeguard and promote the welfare of children at all times.                                                                                         |
| 14                                                                                                                                                                                                                                                                                                 | Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times. |
| 15                                                                                                                                                                                                                                                                                                 | To undertake lunchtime supervisory duties as directed.                                                                                                          |
| 16                                                                                                                                                                                                                                                                                                 | Assist with exam access arrangements as required.                                                                                                               |
| Notwithstanding the detail in this job description, in accordance with the school's/Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job. |                                                                                                                                                                 |