



Teign School

Job Description

Technician (Arts, Design & Technology)

Grade	Grade D, scp 8 to D12 £26,824 to £28,598 (full-time equivalent - paid pro-rata) £22,868 to £24,380 (actual pay range – approximately)
Responsible to	Department Leader, Technology
Hours of work	37 hours per week, 39 weeks pa ie full-time term-time plus five days Your working times within these hours will be notified to you by your Line Manager
Revision	January 2026

Main Purposes of the Post

To co-ordinate the resources and equipment, and ensure health and safety is maintained in the Design & Technology Department and within the Food and Nutrition Department. To support staff and students in the workshops, classrooms and with machinery.

Responsibilities and Duties

Key Tasks

- Organise safe systems of work in the department and safe storage of resources and equipment
- Be responsible for the maintenance, hardware and software of the machines in the department
- Keep workshops, catering spaces, cupboards and store rooms clean and in a fit and safe condition for use
- Ensure the health and safety of students in the use of equipment, materials and with machinery and tools
- Support teaching staff to ensure they are compliant with health and safety training and requirements, reporting concerns to the Headteacher, if necessary
- Provide technical support to students
- Assist in the preparation of teaching materials prior to lessons and the dismantling of models and projects on completion as directed by the teaching staff
- Assist and advise on the modification to existing equipment and design and construct such as may be required by the teaching staff
- Provide support on individual projects, curriculum and enrichment activities, including trips
- Maintain and keep up to date inventory and records of equipment, machinery and materials
- Monitor stock levels and recommend replacement of stock, as and when required
- Regularly log and monitor the temperatures of fridges and freezers

- Research and cost resources required by staff, liaise with the Lead for D&T and Food and nutrition teachers and submit purchase requisitions to the finance/orders team, and assist with ordering and receipt of items once approval is gained
- Operate equipment and machines, carrying out and recording routine maintenance and adjustment, as appropriate, and coordinate external servicing and repairs
- Carry out and record routine maintenance on tools and equipment, as appropriate
- Provide administration support for the department
- Maintain a health and safety file for the department

Other tasks

- Provide cross-school support, as required, particularly the art department at agreed times across the school year
- Support the set-up of events and activities at the school and support or lead primary outreach activities, along with open and community event activities
- Support the facilities team by carrying out minor repairs and replacements, as requested by the headteacher
- Assist with the setting up of exams, both pre-public and public, and act as an invigilator, if required
- Provide first aid and medical support within the scope of relevant training to students, staff and visitors, whilst first aid certification and medical support training is in date; training will be provided
- Undertake first aid training as required
- Act as a fire marshall in line with the fire procedures

Expectations

1. As appropriate, the postholder's duties must be carried out in compliance with the following:
 - Trust Equality Scheme
 - Information Security Policies
 - Financial Regulations
 - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
2. To work flexibly as required
3. To maintain confidentiality of the Trust's affairs
4. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
5. To work at all times within Code of Conduct of the Safeguarding Policy
6. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post

This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the postholder's professional responsibilities and duties.

Signed

Executive Headteacher

Signed

Postholder

Date

Date