



Design & Technology Technician

Post Title: Design & Technology Technician

Responsible to: Head of Faculty

Core Purpose of the Role

To provide a safe and well-equipped environment for practical work to support the teaching and learning of students in the Design & Technology Department (inc. Food).

Principal Duties and Responsibilities

- Co-ordinate and manage the use of equipment/resources within the Design & Technology Department.
- Provide technical support, assistance and advice to teaching staff and students in the use of design technology equipment.
- Assisting with the preparation of classrooms ensuring they are equipped and prepared for lessons including the preparation of materials, equipment and ingredients, which may be required for demonstrations or practical work.
- Reporting when levels of materials and resources are low. Ordering of stock across the department as and when.
- Assisting in setting up demonstrations.
- Cleaning of equipment used by staff and pupils.
- Reporting any damages or defects to a senior colleague of the Premises Officer.
- Maintaining equipment in good working order within guidelines and ensuring that servicing is carried out and recorded when necessary.

- Assisting with the safe disposal of waste materials in line with relevant policies, food hygiene and stock management rotation.
- Assisting in the stocking, transporting and distribution of all items used in the department.
- Assist in operating documentation systems (cataloguing, filing, worksheets etc.).
- Ensuring each D&T classroom falls in line with the BS 4163:2014 Health and safety for design and technology in educational and similar establishments. Code of practice/CLEAPSS.
- Where appropriate, assisting teaching staff with first aid treatment of minor injuries and the maintenance of first aid equipment.

Support for the School

- Support and actively promote the school's vision of “**Living to Learn, Learning to Live**” in all aspects of work.
- Work collaboratively with all members of the school community to support students' achievement and personal development.
- Undertake any other reasonable duties that contribute to the success of the school.

Person Specification

Assessed by Application (A), Interview (I), Lesson Observation (L), Task (T) & Reference (R)

Area	Essential	Desirable	Assessment
Qualifications & Experience	• Current certificate for Workshop and Machinery Health & Safety • Awareness of general Health & Safety in the workplace • Experience of working practically with a range of materials • Experience of working with machine tools.	• Previous experience of working in a Design & Technology environment. • Experience of working with resistant materials in a school environment • Experience of risk management working with young people	A, R, I
Circumstances Personal	• Good record of attendance and punctuality.	• Flexibility to change working hours if required	R, I
Training	• Positive attitude to personal development	• Willingness to develop new skills	R, I
Practical & Intellectual Skills	• Evidence of confidence working practically with a range of materials • Evidence of competence working with machine tools. • Well organised • Ability to prioritise • Orderliness • Discretion • Initiative • Some lifting may be required	• A level of expertise working practically with a range of materials • Highly skilled in working with machine tools.	A, R, I

