JOB DESCRIPTION: DESIGN TECHNOLOGY TECHNICIAN

Responsible to: Head of Design & Technology

Primary Responsibility: To support the teaching of Design & Technology

Responsibilities:

The main responsibilities include:

- Preparing materials for Junior & Senior school project work.
- Support practical workshop sessions with supervision, practical instruction and demonstrations.
- Setting up equipment for lessons as required.
- Maintenance and adjustment of all power machines (band saws, lathes, miller, planer, circular saw, grinders, sanders, router etc. and recording of checks via the schools ‘Safety Cloud’ system.
- Maintenance and setting up of all CAD/CAM equipment. Checks to be recorded via the schools ‘Safety Cloud’ system for health and safety records.
- Maintenance and sharpening of all hand tools.
- Electronic stock keeping and ordering of all departmental materials and equipment, maintaining a record of departmental spending.
- Producing Teaching aids and updating displays and visual material around the department. This includes assisting with preparation and setting up displays, for events in other areas of the school.
- Maintaining H&S records via the schools ‘Safety Cloud’ system, including work Equipment checks, Risk Assessment, COSHH, LEV and site audits.
- Developing the infrastructure of facilities of the department as required.
- Assist with organisation of trips
- Support catch-up sessions and clubs during lunch or after school.

General:

- Support the aims of the school.
- Support all members of the school community with respect and consideration.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Take responsibility for professional development, participating in staff training including INSET days where required, and the School’s CPD and Professional Development procedures.
- Participate in the management of the school by attending meetings as required.
- Adhere to the Health & Safety Policy.

Other:

The Job Description is subject to:
Other reasonable requests by negotiation with the Bursar and Headmaster
Annual Review

September 2017
## PERSON SPECIFICATION: DESIGN TECHNOLOGY TECHNICIAN

<table>
<thead>
<tr>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualifications/ Professional Bodies</strong></td>
<td>• Willing to undertake any additional training as required</td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td>• Previous experience working with power machining such as lathes, drills and millers in a commercial or educational setting</td>
</tr>
<tr>
<td><strong>Skills/knowledge</strong></td>
<td>• Strong ICT skills</td>
</tr>
<tr>
<td></td>
<td>• Ability to operate and maintain power machinery</td>
</tr>
<tr>
<td><strong>Personal Attributes</strong></td>
<td>• Suitability to work with children</td>
</tr>
<tr>
<td></td>
<td>• Proactive and able to work independently as well as part of a small team</td>
</tr>
<tr>
<td></td>
<td>• High level of practical and problem solving skills</td>
</tr>
<tr>
<td></td>
<td>• Flexible approach and ability to prioritise short and long term tasks</td>
</tr>
<tr>
<td></td>
<td>• Organised</td>
</tr>
</tbody>
</table>