



Design and Technology Technician

Job Description

Job Details:

Reporting to:	Curriculum Leader of Design Technology
Responsible to:	Principal
Hours:	14.5 hours per week (Full time hours will be considered) Term-time plus 3 INSET days
Grade:	Points 5 - 7

Job Purpose

The principal role of the D&T Technician is to ensure that the teachers have the equipment and resources they need to provide excellent opportunities for pupils to learn. They will play a crucial role in supporting and directly improving learning experiences in D&T.

Main Duties and Responsibilities

The tasks of the technician can be divided into four main areas:

- Activities related to practical work
- Assisting with special lessons and practical sessions
- Repairs and general maintenance
- Act as First Aider for the D&T Department
- Administrative tasks

Common areas of responsibility include:

- Ensuring a safe environment.
- Preparing equipment, materials and teaching areas for practical classes.
- Maintaining equipment, teaching areas and storage facilities.
- To maintain machinery and equipment in accordance with Health and Safety requirements.
- To order and replace broken or worn machinery parts.
- Carry out regular Health and Safety checks on all equipment and machinery and the safe disposal of waste material.
- Assist in the production of Risk and COSHH assessments as appropriate to each area.
- To assist technology staff in developing appropriate resources for teaching and learning.
- To maintain and monitor consumables and equipment in D&T to ensure all pupils are able to access a wide range of materials and processes as part of their technology provision.
- To maintain and monitor stock control.
- To assist in the ordering of materials and equipment.
- To carry out regular material and equipment checks across all technology rooms.



- To assist staff in preparing and setting up display work.

General requirements:

- The post holder will be expected to work flexibly and carry out all duties with regard to the School's policies and in compliance with the School's Equal Opportunities, Health and Safety and Code of Conduct procedures.
- To participate in a programme of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants, or continued employment for any employees, in accordance with our responsibilities under the Equality Act 2010.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

11 May 2020

Signed
(DT Technician)

Dated
(DT Technician)

Signed
(Principal)

Dated
(Principal)



Design and Technology Technician Person Specification

		Essential	Desirable
Qualifications			
1.	Good level of literacy and numeracy required	✓	
2.	Basic Health & Safety Certificate		✓
3.	First Aid qualification		✓
Knowledge			
4.	Experience with materials and procedures subject to COSHH Regulations	✓	
5.	Recognition of the importance of personal responsibility for Health and Safety	✓	
Experience			
6.	Experience of working in a similar role in a school		✓
7.	Experience of working independently with a number of resistant materials		✓
Skills			
8.	Ability to problem solve	✓	
9.	Ability to remain calm under pressure	✓	
10.	Ability to build and maintain effective working relationships with colleagues, students and wider community	✓	
11.	Ability to communicate effectively in writing and orally with a wide variety of people	✓	
12.	Excellent organisational skills and ability to prioritise own workload	✓	
13.	Basic ICT and administration skills	✓	
14.	Displays commitment to the protection and safeguarding of children	✓	
15.	Desire to enhance and develop skills and knowledge through CPD.	✓	