

# JOB DESCRIPTION

## Technology Technician

Title: Technology Technician  
 Salary Grade: Band C Grade 2 -4  
 Contract Type: 20 hours per week, term time only (including training days)  
 Responsible to: Teacher of Technology

### General Description:

The DT Technician is responsible for organisation of DT resources, teaching workshops, technician work area and resource storage facilities.

It is the responsibility of the DT Technician:

- To ensure that teaching can be delivered effectively.
- To ensure that requests for DT resources, necessary to teach the DT curriculum, are met.

### Summary of Key Tasks:

<b>1.</b>	<b>Responsibilities/Key Tasks</b>
1.01	<b>Workshops</b> <ul style="list-style-type: none"> <li>• Ensuring the ready state of the teaching workshops including the preparation of materials and resources required for demonstration and practical work.</li> <li>• Testing of new methodology and resources.</li> <li>• Supporting teaching staff in lessons with practical work when appropriate.</li> <li>• Assisting staff and students in practical work, especially at GCSE and A level.</li> </ul>
1.02	<b>Design, construction and repair</b> <ul style="list-style-type: none"> <li>• Maintaining equipment and machinery in good working order and carrying out emergency and routine repairs and maintenance.</li> <li>• Design, construction and/or modification of specialist machinery, equipment, jigs and tooling.</li> <li>• Testing new methodology and assisting in the devising of new practical work.</li> <li>• Maintaining stocks of necessary materials for above.</li> </ul>
1.03	<b>Administration</b> <ul style="list-style-type: none"> <li>• Operating workshop documentation systems.</li> <li>• Ordering materials and equipment as required, checking receipt and progress chasing of orders as required.</li> </ul>
1.04	<b>Safety</b> <ul style="list-style-type: none"> <li>• Ensuring inspection, maintenance and correct use of workshop equipment and PPE.</li> <li>• Inspection and arranging statutory maintenance of machinery and equipment as required.</li> <li>• Providing advice on aspects of safety and risk assessment to teaching staff as required.</li> <li>• Working in collaboration with the Health and Safety Manager</li> </ul>
	<b>General</b>
1.05	Be aware of and comply with policies and procedures relating to child protection, safeguarding and safe working practices.
1.06	Be aware of and comply with policies and procedures relating equal to opportunities, health and safety, security, confidentiality and data protection.
1.07	Attend relevant briefings and school meetings as required.
The above list of duties, responsibilities is neither exclusive nor exhaustive and is subject to amendment to reflect changing circumstances. Any such amendment will be subject to negotiation.	
<b>2.</b>	<b>Aptitudes</b>
2.1	Communicate effectively with staff.

2.2	Work well under pressure.
2.3	Maintain administrative systems.
2.4	Organise and develop effective systems.
2.5	Be supportive of an effective safeguarding culture within the school.
2.6	Relate well to young people.
2.7	Prioritise and plan to ensure completion of tasks.
2.8	Work to deadlines.
2.9	Take initiative and work independently.
2.10	Take responsibility for personal CPD needs. Participate in training and other learning activities as required.
2.11	Work well as part of a team and provide support for others.
<b>3.</b>	<b>Skills</b>
3.1	Excellent literacy and numeracy skills.
3.2	Basic ICT competence
3.3	Organisational skills.
3.4	Time planning.
3.5	Problem solving.
3.6	<p>The DT Technician should be able to demonstrate safe and efficient use of, and/or application of the use of, the following range of machinery, equipment or techniques. The DT Technician should be appropriately certified where required.</p> <ul style="list-style-type: none"> <li>• Laser Cutter</li> <li>• Pillar drill</li> <li>• Horizontal milling machine</li> <li>• Band saw</li> <li>• Circular saw (Bench)</li> <li>• Power hacksaw</li> <li>• Arc welder</li> <li>• Gas welder</li> <li>• Mig welder</li> <li>• Brazing torch</li> <li>• Sand bed casting</li> <li>• Buffing wheel</li> <li>• Sharp edge</li> <li>• Abrasive wheel</li> <li>• Hand held tools to include circular saw, drills, angle grinder, belt sander, jig saw.</li> </ul>
3.7	<p>The DT Technician should also be able to demonstrate an ability to</p> <ul style="list-style-type: none"> <li>• Manufacture items from wood, metal, plastic or a combination of same.</li> <li>• Process and work wood, plastic or metal.</li> <li>• Manufacture working electronic circuits from circuit diagrams.</li> </ul>
<b>4.</b>	<b>Characteristics</b>
4.1	Excellent attendance record.
4.2	Sense of humour.
4.3	Committed to achieving success.
4.4	Willingness to be flexible and proactive to meet the best interests of the school.
4.5	Self-motivated.
4.6	Team worker.
4.7	Ability to remain calm, positive and enthusiastic when under pressure.
4.8	Ability to embrace change.

Job Description Prepared By:

Date: May 2022

Signed on behalf of the school:

Date:

Signed by post-holder:

Date