**DESIGN AND TECHNOLOGY TECHNICIAN**

**JOB DESCRIPTION**

**Hours of work:** 36 hours term time only

**Salary:** Scale H4/H3 depending on experience

**Reports to:** Head of Design and Technology

**Summary of Main Activities:**

Deliver a first class technical support service to the Nower Hill Design and Technology Department in the organisation and delivery of the Design and Technology Curriculum in the school.

**Main duties and responsibilities:**

* Prepare materials / equipment for class use according to the direction of the teacher.
* Preparation of teaching areas prior to lessons, setting up of correct materials and equipment, and clearing away at the end of a lesson.
* Maintain tools and equipment. Including sharpening of hand tools, drill bits etc. Minor repairs to equipment, routine lubrication of machinery, setting up and commissioning of new or repaired hand power tools. Notifying major repairs to our advisory body ‘Design Technology Services ' and advice on costing for such repairs/replacement to HoD as the need arises.
* Production of Teaching Aids:  Manufacture of models and teaching aids in line with teacher requirements.
* Monitor the use of consumables and inform the HOD when stock levels are low and raise order requisitions.
* Process orders including ordering and checking deliveries against the order sheet. Liaising with office staff with regard to department finance and records.
* Assisting individual students in KS4 with the preparation of their materials for their major projects where machine cutting is necessary. Aiding them when assembling large projects and the production of safe jigs for their use.
* Liaising with the Site Manager, Health and Safety representative, notifying defects or Health and Safety Issues as the need arises.
* Ensuring the workshops are in a safe and tidy state at all times, removing trip hazards and work left out as necessary.
* Attend training courses as required to ensure safe use of workshop machinery in line with current legislation.
* Responsible for assessing risk for all Technician activities and maintaining a COSHH risk assessment.
* Ensure the Head of Department is aware of any areas of concern towards the safe operation of the school Design Technology Department and requirements that are not otherwise covered above.
* Security of cupboards, storerooms and workshops.
* Outputting designs from digital file to Laser / Vinyl and 3D Printer as requested by department teachers for teaching and learning.

**General:**

* To undertake other duties of a similar level and responsibility as may be required from time to time.
* Recognising health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School’s Health and Safety policy and any school-specific procedures/rules that apply to this role.
* Willing to undertake and make future use of any training which the school deems necessary or desirable, such as first aid training and driving the minibus (subject to licence requirements).
* If you are bilingual or intermediate in another language, to be prepared to attend, occasionally and by prior arrangement, Parents’ Evenings to support in translating for parents, for which time off in lieu will be given.
* Under the direction of the Assistant Headteacher, Teaching and Learning/Head of Faculty adopt a flexible approach to the daily routine to best meet the needs of students requiring support at any given time.
* Undertake any professional duties that may be reasonably assigned by the Assistant Headteacher, Teaching and Learning and/or the Headteacher.
* To have an active interest in new and emerging technologies.

**DESIGN TECHOLOGY TECHNICIAN**

**PERSON SPECIFICATION**

**Essential:**

* To relate positively to students and be helpful and patient
* Ability to make decisions.
* To present the school in a professional, courteous, friendly and business-like
* Knowledge/experience of using computers for word processing/spreadsheets, databases etc.
* Child-centred approach. Must recognise that Design and Technology is a practical subject which places a heavy burden of responsibility on a technician.
* Ability to work independently and co-operatively.
* Wholehearted support for the implementation of the school’s Equal Opportunities Policy.
* Strong interpersonal skills.
* To have a positive outlook and a “can do” approach; show initiative and a willingness to work as part of a team.
* Strong work ethic and willingness to take responsibility.
* High level organisation skills and attention to cleanliness in the work environment.
* Excellent attendance and punctuality.

**Desirable:**

* A-level or equivalent qualification in a Design and Technology orientated subject, or relevant work experience.
* current and/or previous experience of successful work in a school or college