

Design & Technology Technician  
(OLOL Band 3)  
Reporting to: Head of Department

## JOB DESCRIPTION

### *Core purpose*

The post holder will work under the overall direction of the Head of Department, and in accordance with the practices and procedures of the school, assist teaching staff in providing safe areas for students and teaching staff. The Technician will provide technical support to the relevant departments, by the preparation of tools, equipment and materials for lessons, undertake a practical health and safety role for the relevant departments and maintain equipment to manufacturers recommendations including the management and maintenance of local extraction systems.

The technician role forms a central part of the work of the department, and he/she will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

### *Main Duties*

- To prepare materials and equipment for practical lessons.
- 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 Design Technology provision.
- To maintain and monitor stock control.
- To assist the Head of Department in the ordering of materials and equipment.
- To carry out weekly material and equipment checks across all Technology rooms.
- To assist staff in the production and updating of Technology displays.
- To assist teaching staff in promoting and raising the profile of D&T within and outside the school.
- Supporting young people in the use of materials and equipment.
- To assist staff in the demonstration and application of machinery use to students.
- To be proficient in the use of the range of CAM equipment and provide technical support during lesson time.
- To be proficient in a range of CAD software and provide technical support during lesson time.
- To provide technical support to staff during lesson time as required.



- Carry out weekly Health and Safety checks on all equipment and machinery and report directly to the Head of Department.
- To maintain machinery and equipment in accordance with health and safety requirements, including CAD CAM and kitchen equipment
- To undertake any Health and Safety checks as determined by the Head of Department.
- Carry out a range of administration duties including preparing cover work, teaching materials and booklets.

Resource management:

- To prepare materials and equipment for practical lessons.
- 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 Design Technology provision.
- To maintain and monitor stock control.
- To assist the Head of Department in the ordering of materials and equipment.
- To carry out material and equipment checks across all Technology rooms at intervals defined by the Head of Department.
- To ensure that art and technology rooms and equipment are kept clean and tidy and that the department safety regulations are met, including checking equipment for safety, cleaning and sterilizing equipment and advising students on safety aspects of particular practical work.
- The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages, including the cleaning of equipment.
- Ensure that fridges, cookers and equipment are kept clean and that a deep clean is undertaken when required.
- Ensure that all equipment is accounted for, in the correct place and replaced where necessary.
- Ensure that all equipment is stored in a safe, hygienic and appropriate manner
- Assist the classroom teacher in the logging in and out of certain items of equipment as required.  
To be responsible for maintaining departmental displays of work both in the technology area and around the school.



#### Health and Safety/ Compliance

- To be aware of, and to comply with, all departmental, school and Trust instructions and procedures relating to health and safety at work including, but not limited to: COSHH, dust and fume extraction, fire, gas safety, first-aid, storage, lifting and handling, workshop safety.
- To contribute to safe working practice in preparation, storage and teaching areas.
- Supporting young people to work safely when using materials and equipment.
- Carry out an assessment of risks for technician activities.
- Advise staff on safety issues and trialling practical work where necessary.
- Ensure that an up-to-date COSHH inventory is maintained taking the appropriate actions as required.
- Manage departments equipment cleaning requirements.
- To assist in the production of an annual health and safety audit of the equipment and the updating of department risk assessments.

#### Equipment and Plant

- Manage the maintenance of the department plant, equipment and machinery ensuring that all remain compliant at all times.
- Clean department plant, equipment and machinery ensuring that each is available for use in teaching.
- Carry out maintenance checks on department plant, equipment and machinery, subject to the proviso that if a qualified tradesman is required to carry out the task, then an appropriate contractor will be employed.
- Undertake a range of maintenance duties to tools and equipment , e.g., replacing blades, cutters, abrasive and polishing media, sharpening blades, cutters and hand tools, ensuring that all equipment and tools are safe to use.
- Carry out an inventory and assist in the replacement of tools, equipment, cutters, blades, abrasive polishing media as required by the Head of Departments.

#### Skills and abilities

The post holder will be expected to demonstrate the following skills and abilities at all times during the discharge of their duties:

- Support young people when using materials and equipment.
- Effectively manage and monitor health & safety within the department reporting exceptions to the Head of Department without delay.
- Work on own initiative and to demonstrate the ability to solve unexpected or new problems in a methodical, efficient manner.
- Carry out equipment maintenance tasks in a professional manner with health, safety and safeguarding at the fore.
- Learn new skills and expand current skills and pass on knowledge and techniques to others.
- Demonstrate good general interpersonal and communication skills.
- Deal with conflicting demands and work flexibly.



- Work closely with the Responsible Property Officer, the Head of Department and the School Health & Safety Coordinator.

#### Whole academy responsibilities

- Be a positive influence on the climate and culture of the Academy and show a positive example at all times.
- Support the Catholic ethos of the Academy.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to line manager.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To undertake the duties of a fire warden and/or a first-aider as required.
- To invigilate examinations as and when required.

#### General

- To work in collaboration with the Trust and other Academies, sharing good practice and supporting during time of absence and/or heavy workload.
- Although a 37-hour week is in operation, the nature of the post requires a flexible working pattern to meet the needs of the academy. The Principal will determine working arrangements. Working above 37 hours will attract time-off in lieu where this is agreed with the Principal, however, the post holder should manage his/her staff to reduce or eliminate the need to work additional hours. Additional hours will only be worked where this has been approved in advance by the Principal.
- Annual leave will be taken during school holiday periods unless and until alternative arrangements are made and agreed with the Principal.
- Time off in lieu will be recovered by prior agreement with the Principal and will be subject to operational requirements.
- This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.
- The duties and responsibilities of the post will evolve with the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the



- proviso that any permanent, substantial changes shall be incorporated into the description and evaluated as such.
- To invigilate examinations when required.
- To assist the school in break and lunchtime duties if required.
- May be required to act as fire warden and/or first aider.
- To undertake any reasonable duties in line with current pay band as requested by the Head Teacher.

*The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.*



Person Specification

Requirements	Post holder requirements Essential (E) Desirable (D)	How this element will be verified Application (A) Interview(I) Practical Tasks (T)
Education/experience		
Experience in a Design Technology role	E	A
Experience of working in a secondary education environment	D	A
Experience of using and maintaining engineering workshop machinery	D	A
Experience of using and maintaining laser cutters, 3D printers, millers, vacuum formers,		
Willing to develop a knowledge of Health and Safety procedures.	E	A / I
Experience of managing resources	E	A
Workshop safety certification	D	A
GCSE grade 4 or above in English, Maths, and Design Technology	E	A
Skills		
Ability to use initiative	E	A / I
Problem solving skills	E	A / I
Knowledge of design packages	D	A / I
Ability to work with people to motivate, enthuse and inspire colleagues	E	I
Familiarity with Microsoft Office applications and design packages and the ability to acquire and update skills as software packages develop	D	A / I / T
Work proactively as a team member liaising with colleagues	E	I



Ability to carry out day-to-day practical tasks including minor reactive maintenance machinery, equipment, and resources	E	T
Ability to carry out day-to-day cleaning tasks	E	A
Ability to liaise with members of the public using the school facilities	E	I
Attributes		
A flexible attitude towards the role	E	I
Committed to the aims of the Our Lady of Lourdes Trust	E	I
Understanding of the distinctive nature and catholic ethos of the trust	E	I
Clear view of what high standards and performance looks like	E	I
Commitment to Safeguarding principles	E	I

