



CROOKHORN COLLEGE

Headteacher: Sarah Bennett, B.A. (Hons), N.P.Q.H.

Stakes Hill Road, Purbrook, Waterlooville PO7 5UD Telephone 023 92 251120

JOB DESCRIPTION DESIGN TECHNOLOGY TECHNICIAN

The Technology Technician reports to the Head of Subject for Technology.

Contractual Hours: 37 hours per week – Mon, Wed, Thurs & Fri 08:30-16:30; Tues 08:30-16:00 –

Working Weeks: 39 weeks - Term time only

Supporting Learning and the Curriculum

- Make and display teaching aids e.g. by constructing models
- Prepare teaching materials, their storage and retrieval
- Provide resource requirements for staff and students
- Constructional work including making up some ancillary equipment for teaching aids
- Preparation and setting out of equipment and materials for demonstration and class practical work.
- Supporting teachers in lessons and assisting students when required

Improvements

- Contribute, at the direction of the Headteacher, internal improvements to the building e.g. shelving and D.I.Y items that do not have implications for electricity, plumbing or structural works.

Managing Resources

- Ensure adequate storage and retrieval of equipment
- Maintenance and care of stock and equipment including evaluation as to their relevance and safety
- Control of stock levels and upkeep of related records. Ordering resources and taking delivery of new stock, checking against delivery notes
- Routine day-to-day maintenance of the machines and equipment in all workshops to include the fitting of belts, repair guards and grinding of centres
- Maintain and check all hand tools (including wood, metal, graphic and electronic)
- Maintain and check all machine tools (including wood, metal, graphic and electronic)
- Daily machine adjustment and oiling for safe working
- Design and manufacture jigs, fixtures and templates as required
- Repair drawing instruments and equipment

Accountability

- Create risk assessments for new projects within the DT department
- Create and maintain COSHH assessments for all items within the DT department
- Ensure that all health and safety requirements (including COSHH) are adhered to, e.g. flammable liquids and dangerous substances are confined to safe working areas of the workshop and away from all heat, machine tool safety certificates are held, safety regulation details are displayed by relevant machinery, service sheets and safety records maintained for machinery and equipment
- Liaising with all department staff to ensure that standards are maintained
- Provide emergency technical assistance when there is either a breakdown of equipment services or a serious breakdown in general servicing
- Maintain up to date knowledge of health and safety standards, accessing CLEAPPS and other health and safety training
- Attend relevant machinery training courses

The post holder will be trained to administer basic first aid to students as and when required.

You may be asked to undertake other duties as determined by the Headteacher from time to time. This job description may be reviewed at the end of the academic year, or earlier if necessary. In addition, it may be amended at any time after consultation with you.