**Great Torrington School**

**Post:** Design Technician

**Grade:** JE Scale D **Salary:** £26,824 to £28,598

**Hours:** 800 Hours per annum (20 hours per week, 40 weeks per annum)

*Term time, plus five non-pupil days and one week to be worked during the summer holiday*

Working hours will be agreed (in negotiation) on an annual basis, with the subject lead, based on curriculum need. This will be linked to the timetable and requirements for practical lessons in order to best support the pupils.

The post holder will be finally responsible to the Headteacher, but will in the first instance be responsible to the Subject Lead of Design.

Appraisal review and staff development is the responsibility of the Design Subject Lead

**Principle Duties**

The purpose of this role is to provide flexible support for the Design department to enable them to deliver lessons in a safe and timely manner.

* Monitoring, ordering, inventory, and storage of design consumables (blades / tools) as required
* Monitoring, ordering, inventory, and storage of design supplies / materials upon delivery
* Carry out visual Health and Safety checks on all equipment, escalating to Subject Lead or Site Manager as required. Ensure PAT testing is carried out
* Work with the Subject Lead to ensure workshops and equipment comply with current Health and Safety legislation
* Co-ordinate servicing (including required annual services) and routine maintenance of equipment
* Issue and receive equipment / supplies as required to classes
* Preparation of resources for classes as required, and storage of items
* General responsibility for the cleanliness and tidiness of workshop equipment, classrooms and stores
* Complete deep clean / full check during summer break
* Storage of student work
* Work with the Subject Lead to ensure waste is kept to a minimum, and the best value for money is achieved when purchasing supplies
* Assist with departmental displays
* Complete annual departmental inventory
* Work with the subject lead to complete Risk Assessments as required
* To be first aid trained and provide emergency support if required within subject area, liaising with First Aid Co-Ordinator as required
* To participate in a program of technician staff development / CPD
* To carry out general admin tasks for the department, as required
* To support pupils within lessons, if required, within the scope of appropriate training and departmental risk assessments
* To set up, check and ‘print’ pupils’ work using the department’s laser cutter and 3D printers, within the scope of appropriate training

This is not considered to be an exhaustive list, as such; the job holder may be expected to carry out any other reasonable duties as directed by the Headteacher.

DDH 17/10/25