



North Bromsgrove High School
nbhs@northbromsgrove.worcs.sch.uk

JOB DESCRIPTION

Job Title: Design Technology Technician

Accountable to: Head of Department

Main purpose of the role:

The purpose of this role is to assist the Design and Technology department to provide an effective experience for students, ensuring high levels of achievement. The primary areas of responsibility will include metals, timbers, polymers, electronics and graphics.

Responsibilities:

- Construct and modify tools within the limits of the changing curriculum
- Keep up to date with health and safety requirements from CLEAPSS & COSHH
- Prepare standard solutions, treat and dispose of waste materials
- Run safety checks on equipment, tools and machinery.
- Assist in the checking of goods delivered against orders and in carrying out inventory checks on a regular basis
- Assist in designing of practical that fulfil the needs of the curriculum
- Assist the Head of Department in other duties as appropriate, such as numbering and repairing textbooks, organising reprographics, assisting in preparation for Open Evenings
- To support staff in their day-to-day tasks
- Assist in the provision and setting up of all equipment and resources for and examinations as required
- Prepare resources
- Maintain and repair the tools/equipment used by the department and report other damages/needs
- Maintenance of specialist tools/equipment, check tools/equipment and ensure that health and safety guidelines are adhered to.
- Operate relevant equipment/ICT packages (e.g. MS Office, internet, E-mail, photographic equipment, CAD/CAM)
- Maintain tidy and organised workspaces and storage areas
- Give technical and health and safety advice to teachers and students

Equipment and Machinery:

- To ensure safe storage of equipment.
- To carry out routine maintenance and servicing of machines and equipment to ensure safety and reliability. This will include cleaning, oiling, sharpening, removing dust and minor repairs. To inspect, clean and sharpen hand tools and tooling for machinery.
- To maintain an inventory system for tools, equipment, and materials within the department. • To maintain necessary safety signs and record equipment checks.
- To keep stock rooms, tidy and in good order.



- To keep an electronic maintenance schedule and record (log) of machine/equipment maintenance.
- To be responsible for recording, storing and maintain, in good order all stock, materials and student projects used in the department

Health and Safety

- With the teaching staff, keep all classrooms organised and free from hazards.
- Ensure that all machines, tools and equipment are safe to use and report any problems to the relevant HoD.
- Liaise with outside teams to have annual planned maintenance undertaken on all machines, tools and equipment. This will also include PAT testing.
- To control and safely store all chemicals and specialised solutions, ensuring that current Health and Safety, COSHH and ESCC regulations are adhered to. (training will be provided) Liaise with the HoD to ensure that all risk assessments are up to date and being followed.

PERSON SPECIFICATION

Training Qualifications And Experience	
Essential	Desirable
Health and Safety Training Standards in Design and Technology	Any other qualifications in the Design, Engineering, Arts sectors.
SMHS Secondary Materials Health and Safety Certificate in- <ul style="list-style-type: none"> • Hand Tools • Drilling Machines • Wood sawing Machines • Centre Lathe for Metal cutting • Metal arc Welding and Cutting • Wood turning lathe • Planer/thicknesser Machine 	Any other training in the Design, Engineering, Arts sectors. First Aid certificate (training can be provided) Health and Safety Training Standards in Design and Technology- Grinding and Sharpening, Technicians essential
Professional Knowledge And Understanding	
Essential	Desirable
Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools	Experience of working in a school environment.
Ability to advise on the safe and effective use of specialist equipment and materials	Knowledge of the Design Technology and Engineering GCSE Curriculum
Knowledge of COSHH and CLEAPSS regulations in relation to the safe handling and storage of chemicals	Knowledge of relevant codes of practice
Abilities And Skills	
Essential	Desirable

Teamwork – proven experience of effective team and independent working.	Good ICT Skills/CAD/CAM
Excellent communication skills, both verbal and written.	Willingness to work flexibly if required.
Excellent organisational skills	Experience of working with young people Ability to use relevant technology and specialist equipment effectively.
Ability to work on own initiative	Ability to monitor supplies of resources and equipment and order more when required
Ability to prioritise workload	Excellent problem-solving skills
Ability to work within and apply all school policies e.g. safeguarding, health and safety, equal opportunities.	Ability to use both 2D and 3D software.

Personal Qualities

Essential	Desirable
A commitment to improving student outcomes	Desire for further career progression
Willingness to participate in further training and developmental opportunities offered by the school and external providers, to further own knowledge	Sense of humour and enthusiasm
Self- motivated and seizes the initiative	Ability to work independently and show initiative.
Clear vision and moral purpose	Ability to work under pressure, prioritise, multi-task and work to strict timelines.
A commitment to own professional development and that of the whole staff	
A positive and resilient individual with drive, integrity, and a cheerful disposition	
Ambitious and diligent professional who can motivate and inspire others	
Approachable, able to listen and reflect on the needs of the stakeholders	
Ability to actively 'live out' our school CARE values and ethos	
Commitment to safeguarding and promoting the welfare of children and young people	
The post holder will require an enhanced DBS	

The duties outlined in this job description are in addition to those covered by the latest Support Staff Contract. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job.

