

Nunnery Wood High School

Job Description 2023/2024

Post: *D&T Technician*
Salary/scale: *Scale 2 or 3 depending on experience*
Relationships: *Responsible to Mrs Owen and ultimately to the Headteacher*
Purpose of the post: *to support the D&T Department in all aspects of its work*

The Technician takes a crucial role in supporting students' learning experiences in DT as Technician.

As a Technician the role takes responsibility for:

- Preparing equipment and teaching areas for practical classes on a daily basis.
- Preparing materials and components for teaching staff to use in lessons.
- Maintaining equipment and the teaching areas daily.
- Ensuring a safe environment for pupils to work and learn in.
- Supporting teachers in practical classes.
- Helping pupils to get the most out of learning experiences.
- The upkeep of the department inventory/stock book in accordance with the school policy.
- Storage of materials and equipment held for department use.
- Filing of tool catalogues, equipment and materials.
- Racking of tools and equipment within all areas of the department.
- Putting up wall displays in and around the department.
- Notifying the Head of Department when materials/equipment are running low.
- To perform routine maintenance to appropriate machinery to ensure correct working order.
- To assist staff during lessons as and when appropriate (i.e. help with casting, cutting materials etc.).
- To collate and check students 2D Design work then set up and use the laser cutter to cut out student's work.
- Prepare materials for use on the laser cutter, recycle offcuts.
- To create jigs and templates to support KS3 and KS4 lessons.
- To source materials from local companies to reduce costs.
- Take responsibility for ordering and stock checks.
- To check, empty and generally maintain the dust extraction equipment, including the recording of such duties.
- To take and retrieve photocopying from the admin department.
- To ensure that cutting room and store rooms are tidy and kept in a safe manner.
- To visually check the condition of large machinery such as the saws and wood turning lathes and to ensure they are in good working order and to report maintenance as required.

The Technician receives training in the following areas:

- Health and Safety including maintenance of equipment, preparing materials and carrying out risk assessments and COSHH sheets.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Signed
Headteacher

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Post Holder

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Date