



## **JOB DESCRIPTION**

Post Title:	D&T Technician (Workshop)
Hours:	32 hours per week, term time only + 1 TE Day
Salary:	Scale 3 (points 5-6)
Line Manager:	Faculty Leader

## **Main Purpose of Role:**

To work as part of the school's Support Staff to ensure the effective teaching and learning in the Design and Technology Department.

## **Main Duties & Responsibilities**

### **Duties:**

- To be responsible for the maintenance of all machinery, equipment and tools within the department including PAT testing and liaise with the Site Team for annual inspections as necessary.
- To distribute material, tools and equipment from central stores.
- To maintain stocks of materials including submitting orders as directed by the Faculty Leader of Design & Technology to Finance.
- To carry out safety checks on machines within the department on a daily basis and to clean all machine guards.
- To re-grind and sharpen tools when required and at least annually.
- Advise and assist pupils with practical tasks/projects.
- Prepare resources for lessons, clean equipment and clear away after lessons.
- Construct simple equipment, models and teaching aids.
- Provide technical advice to teachers and pupils relating to the operation of machinery and use of hand tools.
- Assist in practical lessons and carry out demonstrations, providing appropriate advice.
- Disposal of waste materials (in accordance with current legislation).
- Carry out occasional administrative and ICT duties.
- All duties to be carried out in compliance with the Health & Safety at Work Act, and the school's health & safety policy and procedures.

### **Additional Duties:**

- To maintain the school's minibus fleet.
- To organise, record and monitor minibus driver permits.
- To coordinate the minibus booking system.
- To provide a key cutting service for the whole school.
- To assist the Senior Site Manager with general school site maintenance and repairs as and when required.

### **Other General Duties:**

- To take part in the school's Professional Review Process and take advantage of any available training and professional development opportunities.

- Be aware of and comply with policies and procedures relating to Safeguarding, Health and Safety, Security and confidentiality and adhere to Data Protection regulations, reporting all concerns to an appropriate person/line manager.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings when appropriate.
- To assume such additional responsibilities relevant to this position as the Headteacher may from time to time request.

This Job Description may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but set out the main expectations of the school in relation to the postholder's professional responsibilities and duties