

JOB DESCRIPTION

DESIGN TECHNOLOGY WORKSHOP & CLASSROOM TECHNICIAN

Salary: West Sussex Scale 5, Points 7-8
Hours: See advert, term time only
Responsible to: Leader of Design and Technology

PURPOSE

Responsible for 4 multimedia workshops, 1 Hot metal workshop, 2 walk in storage areas and 1 materials preparation area and store.

ORGANISATION

Responsible to the Leader of Design and Technology.

RESPONSIBILITIES

- Maintenance of inventory of materials and equipment and associated stock taking duties
- Responsible for stock control and ordering for the D&T dept (and Food Tech stationery order)
- Receiving and checking of orders. Storing and organisation of all deliveries made
- Liaison with Head of Dept, Finance Officer, members of staff within the department, caretakers, IT Technicians and external contractors
- Construction, repair and maintenance of equipment to ensure in a safe working order
- Preparation of equipment and materials for lessons, both for demonstration and for class use, including reprographics
- Maintenance of workshops to ensure a clean, safe and orderly environment
- Work within a team and be able to use own initiative
- Assisting with GCSE & KS3 practical lessons. This includes the supervision of pupils using machinery. Some knowledge of woodworking / practical skills and the ability to problem solve would be useful.
- Assisting with display of work, Open Evenings etc.
- Record and request repairs required to fix computer equipment and software
- Record and prepare H & S reports.