



DT (RESISTANT MATERIALS) TECHNICIAN JOB DESCRIPTION	
NAME	
ACCOUNTABLE TO	Head of Department: Design & Technology
SCALE	Bexley Pay Scale 7.1 - 7.4
DURATION	Permanent
APPOINTMENT	
JOB PURPOSE	Responsible for providing curriculum based technical support to designated technology department areas.
Key Area	Responsibility
Responsibilities <i>Carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.</i>	General Responsibilities <ul style="list-style-type: none">● Attend relevant training to update skills and health and safety procedures relevant to the post.● Assist in the maintenance of good relationships with staff, parents, governors, contractors, external agencies and other visitors to the school in order to promote the objectives of the school.● Attend and participate in meetings relevant to the responsibilities of the post.● The school is committed to safeguarding and promoting equal opportunities and race equality and expects all staff to share this commitment.● The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.● Provide First Aid (Training provided). Major Duties and Responsibilities <ul style="list-style-type: none">● Maintenance of machines and workshops in accordance with Health and Safety regulations including four specialist workshops and a machine room.● Development of workshop facilities, installation of new equipment and furniture, sharpening of tools and removal of obsolete equipment where possible.● Monitoring, preservation, ordering of stock including value for money sourcing of materials.● Make storage devices, specialist equipment and teaching aids.● Maintain mechanical parts of CNC machines.● Assist the classroom teacher with practical lessons, with particular reference to tools and monitoring the environment e.g. dust and vapours.● Support DT at Cleeve Meadow school as agreed by Head of Dept Resources <ul style="list-style-type: none">● Order the supply of materials (wood, metal etc) required for the workshops and maintain levels of supply.● Assist with the unloading of materials and make safe storage for purpose and accessible.● Manufacture jigs and fixtures as may be required for students to manufacture their course work and advise staff on their use.

	<ul style="list-style-type: none"> ● Supply prepared materials and support for student coursework in the workshops. ● Supply materials and support for two product design workshops and other DT classrooms as required . ● Maintain all hand tools in a safe and serviceable condition in all practical areas and arrange/construct safe storage. ● Maintain and service all machines and machine tools in practical areas and the technicians workshop and preparation area. ● Ensure all hardware, replacement tools and consumables are ordered for the coming year. ● Order and fit replacement parts as required as part of a rolling programme of planned maintenance and to undertake emergency repairs as appropriate. <p>Health & Safety</p> <ul style="list-style-type: none"> ● Deal with all matters associated with the safe working of machines and equipment, maintenance, repair/replacement of guards and interlocks. ● Ensure all statutory health & safety signs are displayed and up to date and that first aid materials are available. ● Ensure personal safety equipment is available and in good order. ● Service all LEVs, clean and dispose of waste material, and clean/service/replace dust filters and bags on a regular basis. ● Complete regular records of use of dust plant in all workshops and make good any damage or faults in equipment. ● Make annual risk assessments for all workshop equipment and items of machinery. ● Keep records of findings and make recommendations on improvements and liaise with the premises management team about any electrical repairs or improvements that may be required to improve safety. <p>Student Support</p> <ul style="list-style-type: none"> ● Assist classroom teachers with practical lessons and give instructions as and where required. ● Supervise & instruct students on the use of specialist equipment. ● Instruct & assist with students working for their GCSE courses and Sixth Form Art and Design A level course. <p>Job Activities</p> <ul style="list-style-type: none"> ● Cleaning and maintenance of machines and equipment requiring specialist knowledge. ● Knowledge of Health and Safety and other relevant regulations. ● Stock control and ordering using numeric abilities. ● Creativity in making various items of hardware. ● Interpersonal skills to effectively work with pupils.
Areas of Accountability	
Professional development	<ul style="list-style-type: none"> ● To take part in the approved performance review system for support staff. ● To maintain a professional standard of conduct, dress and presentation of work. ● To assist the Site staff, where appropriate, with repairs and development projects. ● To assist other departments, where appropriate, with activities, projects and tasks.
Discipline, health and safety	<ul style="list-style-type: none"> ● Maintain good order and discipline and safeguard the health and safety among students both within the classroom, school premises and when they are engaged in authorised school activities elsewhere. ● To work in accordance with the guidelines set out in the school Health and safety policy and specific faculty areas.
Examinations	
General Responsibilities	<ul style="list-style-type: none"> ● Promote the school's values and ethos in accordance with the School's Professional Code.

	<ul style="list-style-type: none"> • Work actively to develop professional expertise by participating in ongoing professional development. 		
Review of job description	<ul style="list-style-type: none"> • This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Headteacher. • This job description will be reviewed at least once each year in the autumn term. • Person Responsible: Head Teacher, in liaison with the member of staff and line manager. 		
Signed member of staff		Date	
Signed appraiser		Date	
Approved Head Teacher		Date	