

Job Description and Person Specification

Job Title	DT Technician
Accountable to	Head of DT
Salary	£7,653 (FTE £22,308)
Contract Type	15 hours per week, 39 weeks a year
Key Duties and Responsibilities	<ul style="list-style-type: none"> • To assist pupils and teachers with project work as and when required. • To work with small groups of pupils from all age groups in the workshops as part of their lesson experiences. • To assist teachers in practical lessons by supporting staff and pupils with technical requirements and supervision of machinery/tools as required for their individual projects. • To monitor all workshops and design studios on a weekly basis to check function of machinery, computers and stock. • To service machinery on a regular basis and keep tools and equipment in good working order; including routine maintenance and annual repairs of specialist machines and equipment such as printing presses, scroll saws, pillar drills, bandsaw etc. • To take responsibility for management of Health & Safety checks to all machines and classroom environments, including updating subject specific risk assessments. • To support with ordering materials, stocktaking and checking all deliveries of resources and to update & reconcile department budget records. • To monitor, order, store and distribute consumable stock throughout the Technology Department. • To support staff in the start/end of lessons to retrieve and clear away materials and equipment to support the smooth running of lessons. • To assemble resources and teaching aids required by the Technology teaching staff in preparation for lessons. • To assist in the processing of plastic materials for pupils and teachers, for example vacuum forming, line bending and blow moulding. • To assist in the organisation of, and upkeep of departments displayed work around the department by guidance of staff. • To assist in the development of CAD/CAM work using 2D Design, Prodesk, the laser cutter and the 3D router. To demonstrate to small groups of pupils the operation of these machines. • To ensure health and safety requirements are fulfilled in the use of machinery and tools and undertake enquiries and routine communication with suppliers of materials and specialist equipment.
Qualifications and Skills	<ul style="list-style-type: none"> • 1 year (preferred) • Practical experience in an industrial setting • Confidence in using machinery Handling budgets/accounting

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The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.