The Sacred Heart Language College
186 High Street, Wealdstone, Harrow, Middlesex, HA3 7AY

**"CONFIDENT IN GOD'S LOVE FOR US
WE COMMIT OURSELVES TO HIS SERVICE"**

JOB DESCRIPTION

TECHNICIAN - Design Technology (part time)

A suitably qualified and experienced person is required to work in this comprehensive school. The Sacred Heart Language College is a Roman Catholic school for girls. The person appointed will be well motivated, organized and able to use his/her own initiative. The work will be within the Technology Department, organising and preparing materials and maintaining equipment in good order. The appointment is for 18 hours per week, term time only. This is a non-teaching post. Training, particularly in Health & Safety and use of specialist machines, will be provided if necessary. The post in line management to the Head of Technology.

Purpose of post

To contribute to high standards of educational achievement by supporting the work of the Technology Department.

Key Tasks

1. Preparation of materials
2. Routine checks / record keeping on tools and equipment
3. Health & Safety checking procedures and record keeping
4. Servicing of machines
5. Sharpening and maintaining tools and equipment
6. General cleaning duties
7. Emptying dust extraction collectors and cleaning filters
8. Replacing machine sanding belts and machine saw blades
9. Assistance with storage of students project work
10. Making organisational systems and racking for equipment, tools and resources
11. Assistance in supporting students at directed times
12. Assistance with resource management and ordering of new stock

There may also be some additional duties to be defined through discussion to support the work of the Art Department.