

**JOB DESCRIPTION**

**Job Title: DT Technician**

**Job Location: Technology Block**

**Responsible to: FL Technology – Line Manager**

**JOB SUMMARY**

Under the supervision of the Faculty Lead or class teacher aid in the preparation of resources for practical lessons that meet both the health and safety standards, and requirements of the classes involved. The technician will maintain the use of practical resources and facilities to meet curriculum requirements and provide advice and support in lessons to both students and staff.

**GENERAL DUTIES**

* To prepare a variety of materials including timbers, plastics, and a range of card for use in lessons
* To arrange the safe keeping of all tools, equipment, and machinery
* To keep up to date records of machine maintenance and services by external contractors
* To ensure that safety signage is visible within the faculty and in workshops
* To ensure the regular cleaning of equipment and machinery
* Maintain tools, equipment, and machinery in good and safe condition
* Check workshops at the start and end of each day to check for any damages or wear to machinery
* To conduct stock taking at the end of each half term and inform the Subject Leader / Faculty Leader when resources are running low
* To order and organise stationary as well as text and revision books
* To maintain the store cupboards in each workshop by replenishing stock as and when required
* Ensure that sufficient resources are available for timetabled lessons
* To source and place orders for resources needed within the faculty under the supervision of the Subject Leader or designated teacher
* Maintain all guards, goggles, aprons, and any other safety equipment to Health & Safety specifications
* Keep First Aid Boxes properly equipped
* Support with the setting up and maintenance of displays
* Setting up of specialist equipment necessary for some lessons
* Prepare and make teaching aids as required working on own initiative
* To become conversant with the department’s CAD / CAM facilities to prepare for lessons and assist with the production of student’s work, especially those produced by means of CAM
* To undertake any training applicable to the role, as directed by the school
* To be a trained First Aider
* To review and develop your own professional practice, including taking part in annual performance review

**SAFEGUARDING**

* To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with Mayfield’s Safeguarding/Child Protection policies
* To undertake compulsory Child Protection/PREVENT Training as directed by the school

Whilst every effort has been made to cover the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date below, but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the role and the grade.

**The duties of the post may be varied from time to time, in a manner that is compatible with the post held at the discretion of the Headteacher/Line Manager.**