



## Job Description – Design Technology Technician

**Job Title:** DT Technician **Reports to:** Business Manager

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**Band:** E

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**Main Job Purpose:** To provide technical support, assistance and advice in a range of subject areas across the school

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### Main Duties:

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#### *Organisation*

- To provide technical support for the appropriate teaching areas including the preparation of teaching aids and information, the setting up and clearing away of demonstrations and the supervision of student activities in conjunction with the teacher.
- To maintain records of pupil progress using tracker and data management.
- To assist in the purchasing and costing of goods, checking and passing for payment and filing of invoices and orders for goods and services.
- To keep rooms in a clean and tidy condition at all times following health and safety guidelines.
- To keep stock up-to-date.
- To ensure that you operate within the health and safety guidelines and codes of practice regarding maintenance and storage of goods and equipment.
- To ensure that you dispose of all unwanted materials in a safe and appropriate manner.
- To be aware of new developments and to design and implement new techniques for the effective utilisation of apparatus, equipment and materials.
- To maintain and sharpen as necessary all hand tools.
- To maintain machinery replacing blades, belts etc as necessary.

#### *Monitoring*

- To undertake weekly inspection and cleaning of all woodworking machinery and ensure dust collection equipment operates effectively.
- To set up and operate woodworking and metal working machines as necessary.
- To ensure Health and Safety signs, material data sheets and risk assessments are maintained and updated. Maintain records of external testing of dust extraction equipment.
- To assist the departmental health and safety advisor in conjunction with the Local Authority and Health and Safety consultants.
- To assist in providing instruction and advice to pupils to demonstrate the safe use of hand tools and the safe operation of machinery.
- To liaise with West Wirral Works and other outside agencies in respect of remote manufacturing tasks in order to support achievement and progress of pupils.
- To assist in the maintenance and operation of all CAD CAM programmes and equipment.
- To assist in providing instruction to pupils in the use of CAD computer packages and CAM machinery.

#### *General*

- To assist in providing extra curricular assistance to pupils in support of learning.
- To check classrooms and work areas to ensure all machinery is isolated and all equipment is switched off at the end of each working day.
- To attend meetings and training programmes as appropriate.

**General Responsibilities**

- To take an active role in the promotion of Health & Safety.
- Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.
- Displays commitment to the protection and safeguarding of children and young people.
- Take an active role in safeguarding all members of the school community.

To carry out any other duties commensurate with the grading of the post as may be decided by the Headteacher.

**Line Management**

- None

**Travel/Multi-location**

- May required to attend other locations for the purposes of third party meetings, training or development

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Print Name \_\_\_\_\_