

## **JOB DESCRIPTION**

<b>Title of Post:</b>	Design Technology Technician
<b>Responsible to:</b>	Director of Learning for Art & Design Technology, Head Teacher and Senior Leadership Team
<b>Job Purpose:</b>	To provide technical support and assistance to staff and students in the Art & Design Technology Department. To provide technical support and assistance for whole school enterprises where necessary and appropriate.

### **General Responsibilities**

1. To contribute to the distinctive Catholic ethos of the school as laid down in its Mission Statement in all areas of contact and responsibility and in relationship with staff and pupils.
2. To support and follow the policies and procedures set out in the Staff Handbook.
3. To take part in performance management and opportunities for professional development.

### **Key Tasks**

4. To set up workshop machinery for safe use.
5. To clean after use.
6. To service machines at regular intervals and maintain service records.
7. To ensure unsafe or faulty machinery is identified and labelled 'do not use' and condition promptly reported to Head of Department.
8. To maintain safe and clear work areas around machines and ensure that proper guarding is available and is used.
9. To ensure when in attendance that Health and Safety needs are met at all times.
10. To regularly carry out cleaning and sharpening.
11. To maintain all tools in safe and clean condition for use.
12. To control daily issue and return of tools.
13. To ensure safe and secure storage arrangements exist and are used.
14. To maintain all workshop equipment to standards allowing safe and proper use.
15. To control where appropriate daily issue return of equipment.
16. To ensure floor surfaces are kept free of obstruction and are safe to use.
17. To control materials issue and safe storage.
18. To maintain records of materials in stock, purchased and used and to order stock
19. To ensure Head of Department remains aware of stock levels and where replacement is required.
20. To arrange disposal of waste materials by appropriate methods.
21. To prepare materials to sizes and quantities needed for class use.
22. To provide advice and technical assistance where required.

23. To co-operate with teachers in the construction or modification of apparatus in classes and ensure that such apparatus meets Health and Safety criteria.
24. To support students in the design, construction and modification of projects by offering appropriate technical advice and guidance as required.
25. Occasionally, if known by and agreed to by Head of Technology and Deputy Head overseer, to provide technical advice and assistance to other curriculum areas, or where whole school enterprises are concerned.
26. To draw any questions relating to Health and Safety issues to the attention of the Head of Department or line Manager immediately.
27. To hold a current first aid qualification or be willing to be trained, and to act as a first aider.
28. To support department enrichment by driving the school minibus as required.

## **ADDENDUM**

This job specification is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification or amendment at any time after consultation with the holder of the post and the Head Teacher.