



Job Description – DT Technician

Aim: Responsible to the Head of Design & Technology, the DT Technician, working as part of a team, will contribute towards the efficient and smooth running of the DT Department. Ultimately responsible to the Director of Science & STEM.

Hours of Work: 45 hours per week (including 30 minutes' unpaid break per day) 8:00 to 17:30 Monday-Friday during term time plus two weeks per annum during School Holidays. You will be paid for 43 weeks in total. You may be required to work occasional Saturdays and attend school open days for which time off in lieu will be given. Holidays must be taken within the School's holiday period.

Location: Design & Technology Department

Main Tasks:

- Support lessons and extra-curricular DT activities to enable more technically challenging work to be achieved.
- Preparation of all lesson materials.
- Fabricating 3D elements as required.
- Develop knowledge of CAD/CAM systems and keep up to date with latest industry thinking.
- Monitoring, ordering and accurate inventory of stock.
- Carry out necessary risk assessments and update Health & Safety policy when required.
- Regular maintenance of machinery.
- Clear away, clean and return materials and machinery to storage after use.
- Carry out minor repairs to equipment or organise their repair by outside contractors.
- Communicate and liaise with teaching staff where problems arise in fulfilling the above.
- Ensure workshop is kept tidy, safe and secure and to a standard to maintain efficiency.
- Liaise with external companies concerning the purchase of equipment.
- Order, make, check and assemble all equipment/machinery as necessary to fulfil the requirements of all external practical examinations.
- Undertake regular checks and keep records in order to comply with health and safety regulations. Dispose of all material in such a way that it complies with the recommended procedures.

- Willingness and ability to be involved in other departmental projects, such as Greenpower Car.
- Taking care of text books and reference books in DT, as required.
- Taking responsibility for putting up wall displays and exhibitions of pupils' work within the department and in other areas around the school, as required.

Person specification

1. Specialist knowledge and experience

Relevant experience gained in a similar environment. Confident in the use of standard DT workshop equipment and CNC machinery. Demonstrable knowledge of latest STEM trends and developments. Interest in sustainability and environmental issues.

2. Team working

Ability to develop effective and supportive relationships with colleagues, both internal and external, both in terms of social interaction and positive support with team workload.

3. Using initiative

Ability to work unsupervised and to take responsibility for your own actions with good attention to detail. To be a “starter/finisher”, and to be proactive in seeking solutions to enable conclusion of tasks.

4. Communication

Experience of communicating effectively, both verbally and in writing, adapting style to suit the audience. To be proactive in advising colleagues of the status of tasks and key information. Able to maintain confidentiality.

5. Organisation

Ability to organise time effectively, creating work schedules, prioritising workload and meeting deadlines.

6. Flexibility

Thrives and successfully adapts to changing demands and priorities.

7. Special conditions

The post is conditional to an enhanced DBS check.

Child Protection Statement:

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Lead for Safeguarding or to the Headmistress.

The School Values of Mutual Respect, Encouragement and Trust (MET) should be followed to enhance working relationships and to benefit the whole School community.