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**Fulston Manor Academies Trust**

**Post: Creative Design Technician**

**Reports to: teachers i/c of Design Technology and Art**

**Responsible to: Head of Creative Design Faculty**

**Hours: 36.25 hours per week, 5 days**

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**Details of the Post:**

**Job Purpose:**

This is a busy position within the school requiring someone with a calm and professional disposition, someone who likes dealing with people and who has a polite and helpful nature. You will need to be flexible, reliable, accurate and have a professional approach towards your work. The ability to work as part of a team is essential.

**Specific Responsibilities:**

* Organisation and development of the Health & Safety Calendar including:
* Daily visual checks of the department, highlighting concerns.
* Risk assessments of machinery and processes used in the department.
* Organisation of annual machine checks and extraction checks.
* Updating Health & Safety systems and keeping up to date with new legislations.
* Creating systems for stock taking of materials.
* Computer ordering and replenishing of materials.
* Organisation of materials and equipment.
* Source suppliers of materials, sorting and ordering catalogues.
* Running / maintaining the Laser cutter, kiln and other departmental machinery.
* Systems put in place for the maintenance of tools and tool boards.
* Maintenance of equipment and disposable resources that are used on a regular basis:
* Laser cutter maintenance.
* Cleaning machinery.
* Replenishing resources.
* Organising the repair of general wear and tear around the department:
* Workbench resurfacing.
* Materials preparation for projects:
* Cutting sheet MDF, Acrylic, Styrofoam etc on the band saw
* Cutting up sheet card.
* Preparing resources in rooms ready for practical:
* e.g. Electronics equipment checked and set up in a workshop ready for a specific class.
* Design and manufacturing Jigs for projects to enable materials preparation to be more efficient across the faculty.
* Collating and preparing paper resources for projects.
* Any other relevant tasks as required by the Teachers in charge of Design Technology and Art or Head of Faculty.