**JOB DESCRIPTION**

**Job Title:** Design & Technology Technician

**Reports:** Curriculum Area Leader: Design & Technology, including Food

**Grade:** Kent Grade C, £8,923 - £11,897 actual (£25,252 FTE)

**Hours:** 15-20 hours per week, term-time only (to be confirmed)

**Job Holder’s Name:**  Vacancy **Date:** July 2025

**Art/Art Textiles Technician**

1. **Purpose of Job**

* To support the Design and Technology (D&T) curriculum through the preparation of resources and provision of support to students during lessons to ensure high levels of achievement.
* Carry out routine maintenance and repair of D&T equipment where qualified to do so.

1. **Principal Accountabilities**

* Under the direction of the Curriculum Area Leader (CAL), ensure that all Health and Safety requirements are met.
* Assist Design & Technology staff in developing appropriate resources for teaching and learning.
* Assist students with D&T tasks, under the supervision of the D&T teachers.
* Carry out weekly Health and Safety checks on all equipment in accordance with Health and Safety requirements and report directly to Curriculum Area Leader (CAL).
* Order equipment and arrange for repairs as directed.
* Maintain and monitor equipment in D&T to ensure all students are able to access a wide range of materials and processes as part of their D&T provision.
* Assist teaching staff in promoting and raising the profile of D&T within and outside school.
* Support the development and delivery of Computer Aided Design and Manufacture in D&T where possible.
* Assist with demonstrations on how to use equipment and machinery and provide technical support to students, including health and safety advice to ensure that correct procedures are adhered to at all times.
* Be responsible for the safe storage of tools and materials.
* Dispose of used and unwanted materials in an efficient and responsible manner.
* Assist CAL in the production of Risk Assessments.
* Ensure cleanliness of workshops.
* Empty and clean the dust extraction filters as required by the manufacturer
* Arrange safety testing of all electrical equipment, including the yearly testing of LEV extraction equipment
* Engage in relevant CPD activities.
* Stock-take and order materials in preparation for the rotation of projects, including anticipating additional materials the students may need, using knowledge of prior projects
* Storing students' projects safely and offering technical support to students in the subject areas
* Support the Arts & Technology Faculty, where appropriate, by designing and making required items for performances and exhibitions.
* Establish and/or assist with extra-curricular activities and support for students.
* Offer support to the Arts & Technology Faculty by assisting with displays in Design & Technology Department under the direction of the CTL and CAL.

1. **Necessary Experience** (Please note, appropriate training will be provided, as requested)

* Thorough understanding of Health and Safety procedures especially as they relate to work in D&T.
* Good level of general education including good IT, numeracy and literacy skills.
* Knowledge of appropriate use of equipment and ability to communicate and demonstrate this knowledge to staff and students.
* Knowledge of policies and procedures relating to Safeguarding and Child Protection, Health & Safety, Equal Opportunities and Confidentiality.
* Experience in maintaining D&T machinery, Including laser cutter and 3D printers
* DATA training in Core Resistant Materials and Specialist Extension machines would be beneficial.
* First Aid knowledge would be beneficial

**Agreed by: Approved by:**

VacancySharon Pritchard, Headteacher

**Date: Date:**