

Job Description

Job Title :	Design Technology Technician
Hours per week :	37
Normal working hours:	8.00 am – 4.00 pm Monday to Thursday, 8.00 am – 3.30 pm Friday (inclusive of a 30 minute lunch break) term time only plus 5 staff development days and 10 negotiated days
Salary:	Kent Range 6 – (currently £20,222.00 - £22,072.00 per annum – full time equivalent)
Responsible to :	Head of Design Technology

Key Responsibilities :

Stock Control and Ordering:

- To monitor and record the stock of consumables such as tools, equipment, stationery, materials and resources as used by the department.
- To source relevant suppliers and order stock as required.
- Check delivery of stock and distribute or store items received.

Materials and Resources

- To cut, prepare and organise materials and resources for teaching staff as required

Maintenance

- To maintain tools, machinery and equipment on a day to day basis
 - Keep tools/blades sharp
 - Clean and where necessary lubricate equipment/tools/machinery.
 - Replace broken or worn parts (only those considered appropriate and not carried out under a service agreement) i.e. abrasives, guides etc
 - Adjust/set up equipment, tools and machinery ready for use
 - Arrange any repairs or maintenance required by outside contractors

CAD/CAM

- To be proficient in the use of CAD packages and computer controlled machinery in order to support and assist pupils and staff in the design and manufacturing process

Department

- Carry out tasks as required to improve or develop the teaching and learning environment in all areas of the department (fixtures and fittings , notice boards, shelving, dispensers, display areas etc)
- To keep the preparation and storage areas clear from rubbish, organised and tidy

Supporting Staff

- Carry out tasks as required to aid teaching and learning (equipment storage/organisation, producing teaching aids and exemplar material)
- Supporting staff in the classroom where necessary including supervising and assisting pupils with certain tasks
- Support staff in the preparation of events such as open evenings, information evenings etc

Training & Development

- To attend any training or development courses that are deemed necessary and that take place during the school day

Health & Safety

- All machinery and equipment must be operated correctly and safely at all times. All reasonable measures must be taken to minimise the risk of harm or injury occurring.
- The preparation and storage areas must be kept clear to enable the safe operation of machinery.

Additional Responsibilities

- Carry out specific tasks in other areas of the school as directed by the Head of Department

This job description is not designed to be an exhaustive list of duties and responsibilities, but represents the current key areas of work. There will be additional duties and responsibilities explicit in the role. The content of this post will be reviewed in consultation with the post holder when necessary.