**Job Description – DESIGN TECHNOLOGY TECHNICIAN**

# Job details

**Grade:** KR4

**Reporting to:** Director of Learning – Technical

**MAIN PURPOSE**

To work with teachers as part of a professional team to support learning by providing technical assistance through the preparation and maintenance of Design Technology teaching areas and equipment for pupils. Design Technology includes Resistant Materials, Graphic Products, Textiles and Food Technology.

**DUTIES AND RESPONSIBILITIES**

1. Set up resources and prepare materials and equipment for lessons.
2. Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons, including organising the online delivery of food supplies.
3. Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse.
4. Clean and undertake maintenance of equipment as needed and as directed to ensure that it is clean and in good working order.
5. Work with the site team to carry out safety checks on industrial equipment e.g. circular bench saw, pillar drills and repair damaged equipment.
6. Carry out safety checks on other technology equipment, including food equipment and repair damaged equipment.
7. Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to line manager
8. Ensure food handling, rotation and health and safety regulations are followed by all staff in the use of food products.
9. Secure and work with hazardous materials, attending courses and maintaining an up to date knowledge of technical activities, development and Health & Safety regulations.
10. Provide clerical and administrative support as directed

**Footnote**: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**PERSON SPECIFICATION**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | Minimum Level 2 Diploma (or equivalent) in Design Technology or a related subject or able to evidence ability at an equivalent level.  Preferable Food Handling and Hygiene certificates.  Preferable CLEAPPS or similar hazardous substances training. |
| **EXPERIENCE** | Experience of similar work. |
| **SKILLS AND ABILITIES** | Assembly, disassembly and cleaning of Technology equipment.  The ability to organise and coordinate the delivery of several demands simultaneously.  Ability to exchange of information both verbally and in writing with staff and suppliers |
| **KNOWLEDGE** | Knowledge of appropriate use of specialist equipment and materials and ability to communicate this knowledge to staff and pupils.  Thorough understanding of Health and Safety procedures especially as they relate to work in the Design Technology environment.  Knowledge of appropriate use of relevant equipment and ability to communicate this knowledge to staff and students.  Use of technology (Lazer cutter, Press, vacuum former, etc.)  Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. |