

## JOB DESCRIPTION D&T Technician

### Salary and Hours

<b>Salary:</b>	<b>Grade 2 Point 2 to 4</b> <b>£15,915 to £16,558 pro rata rate</b> (£18,198 to £18,933 full time equivalent)
<b>Hours:</b>	<b>37 hours per week</b> <b>Term time only plus one week</b>

### Role Description

Day to day responsible to: CTL for Design and Technology

**All support staff are managed by the School Business Manager**

#### Purpose

The technician role forms a central part of the work of the department and they will work closely with teaching staff and other support staff to support, develop and further extend the work of the department and the experiences of the students.

#### Main Duties and Responsibilities

- To have a clear understanding of the School's and Department's Health and Safety Policy and to ensure it is rigorously adhered to and that H&S issues are followed up and reported.
- To be familiar with the operation of departmental machinery equipment and to be able to support staff and pupils in its use (training will be provided if required).
- To carry out regular planned maintenance of hand tools and machinery and where possible repair so as to ensure safe working practice with maintenance records kept.
- Maintenance of stock records, monitoring stock control, obtaining quotations, compiling orders, checking deliveries, maintaining appropriate records and storage as appropriate.
- To prepare materials for use by students in all year groups, supporting effective teaching and learning by maintaining a good stock of necessary materials, organising the equipment and resources in a planned and systematic way.
- To be proficient in the use of the range of CAD/CAM equipment inclusive of the maintenance and setting up of equipment and providing technical support during lesson time as requested.



in the demonstration and application of machinery use to students and when requested supporting students one to one with their practical work in lessons by providing technical support.

- To be responsible for producing teaching aids and maintaining departmental displays of work in department areas.
- Undertaking any other duties, which may reasonable be regarded as within the nature of duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms