



**Job Title:** Design Technology Technician  
**Responsible to:** Teacher of Design Technology/Product Design

### **JOB PURPOSE**

- To provide practical support for staff and students in the Design Technology Department.
- Preparing materials for lessons working with wood, metal, plastics and electronic kits.
- Maintaining equipment e.g. sharpening and repairing hand tools and changing parts, blades and belts on larger equipment
- To take responsibility for the stock, organisation and health and safety of the Design Technology teaching area in conjunction with the teaching staff.
- To prepare materials, equipment, teaching aids and resources for classroom use, under the direction of the Teacher of Design Technology/Product Design and other teachers within the department.
- To ensure that resources for practical lessons meet both the health and safety standards and requirements of the classes involved.

### **MAIN DUTIES AND RESPONSIBILITIES**

- To ensure that DT technology rooms and equipment are kept clean and tidy and that safety regulations are met, including checking equipment for safety, cleaning and sterilizing of equipment.
- To tidy up and clean materials and equipment, including breakages and spillages, and to undertake laundry to ensure a safe and hygienic working environment at all times.
- To ensure that all equipment is accounted for, in the correct place and replaced where necessary.
- To ensure that all equipment is kept clean and that a deep clean is undertaken when required.
- To ensure that all equipment is stored in a safe, hygienic and appropriate manner.
- To assist the classroom teacher in the logging in and out of certain items of equipment as required.
- To support teachers and students during practical work, providing advice to students in the developments of their tasks, including the safe operation and demonstration of equipment.
- To work with single or small groups of students engaged in practical tasks, as requested by the teacher and under the supervision of the teacher.
- To be responsible for maintaining department displays of work both in the technology area and around the school.

### **STOCK AND RESOURCES**

- To monitor supplies of stock and inform line manager when further supplies of resources are required; check goods delivered against orders and store safely and appropriately.
- Carry out stock taking and inventory checks.
- To cost materials used by the students for KS4 projects.
- To record breakages and loans, in accordance with school policy, and assist with departmental filing, including maintenance of up to date catalogues and price lists.
- To assist with the preparation of materials for lessons, displays, projects and publicity.
- To assist in setting up for practical lessons and demonstrations.
- To organise and store equipment and resources in an organised, safe and secure manner.

- To undertake checks of equipment and resources to ensure good, safe, working order of all resources, including routine testing and checks.

### **HEALTH AND SAFETY**

- To be familiar with and advise staff and students on particular hazards of materials and equipment in line with COSHH, CLEAPPS and other relevant health and safety guidelines. To remain aware of current safety guidelines and legislation.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

### **GENERAL RESPONSIBILITIES**

- To be aware of and work in accordance with the school's safeguarding policies and procedures and to raise any concerns relating to such procedures.
- To be aware of and adhere to applicable rules, guidelines, regulations, legislation, policies, procedures and working practices of Pittville School.
- To contribute to school improvement work ensuring that student learning is central to all activities.
- To attend staff /departmental meetings, training and school events as required.
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Communicate regularly with department team members, making positive and constructive comments about work and student progress and keeping up to date with personal information, wider aspects of the school agenda, recreation opportunities, enjoyment and professional development.
- To be responsible for your own continuing self-development and engage constructively with the performance management process.
- To undertake any duties appropriate to the grading of this post as required, under the direction of the Head Teacher.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Staff Signature: \_\_\_\_\_

Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_