



Job title: Design & Technology Technician

Salary: 3 A-E £25,186 - £26,246 FTE (£11,676 - £12,167 Actual)

Contract Type: Part Time/ Permanent - 20 hours per week

Reporting to: Subject Lead Design & Technology

Purpose:

To provide high quality support for D/T teaching by organising and maintaining tools, machinery and stock levels of lesson resources and materials. To keep legal records of safety checks & procedures and to demonstrate a good understanding of Health and Safety within the workshops and technician work area.

Main Duties:

Supporting the D/T Faculty:

- Managing and maintaining stock levels of bulk materials in readiness to prepare for lessons;
- Maintaining tools and machines to keep them in safe working order;
- Keeping clear and accurate records of machine checks and purchase orders;
- Liaising with the Faculty Lead at regular intervals to discuss and prepare plans for D/T schemes of work.
- Supporting the planning and preparation of materials and equipment required for off-timetable focus days;
- Supporting the planning and preparation of materials, equipment, demonstrations and displays required for open days.

enjoy | respect | achieve

Proud to be a part of Bohunt Education Trust



Supporting lessons:

- Preparing materials and resources for student projects;
- Helping to maintain the highest standard of safety in the workshops;
- Supporting the work of teachers in the workshop by providing guidance to students on the safe and proper use of tools and equipment;
- Designing and constructing tooling jigs;
- Using 2D CAD software and the laser cutter to cut out students' design work;
- Using 3D CAD software and 3D printer to print students' design work;
- Using the CNC router to cut out students' design work.

Supporting colleagues

- Designing and constructing models and resources for use across the school as the occasional need arises;
- Helping to cover the duties of technician colleagues in their absence and in liaison with the Faculty Lead for STEM;
- Delivering on the job training to other STEM technicians as required.

Supporting extracurricular activities and the whole school

- Liaising with the teaching staff responsible for co-curricular clubs and activities within STEM to assist with planning and ideas. Prepare, deliver, set up and clear resources for co-curricular clubs and activities and assist with the running of co-curricular clubs and activities;
- Participating in off-timetable and special 'house' events and school trips.
- Attendance at annual Open Evening in September
- Lunch time & after school duties to perform upon allocation by the Senior Leadership Team.

The purpose of this job description is to indicate the general level of responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated colleague.

enjoy | respect | achieve

Proud to be a part of Bohunt Education Trust