



## **Job Description**

**Job Title:** Design and Technology Technician

**Responsible to:** Head of Design and Technology

**Salary Grade:** 3

**Key Purpose:**

The purpose of this role is to assist the Design and Technology department to provide an effective experience for students, ensuring high levels of achievement. The primary areas of responsibility will include metals, timbers, polymers, electronics and graphics.

**Main Responsibilities:**

1. Preparation of materials and equipment for practical lessons
2. Maintaining machinery and equipment in accordance with health and safety and COSHH requirements
3. Maintaining CAM equipment
4. Assisting students with machinery and equipment such as, but not limited to, fret saw, band saw, lathe, mill pillar drill and soldering irons
5. Assisting pupils and staff with CAD / CAM
6. Maintaining, ordering and monitoring stock
7. Assist in preparing and setting up school displays
8. Administrative tasks and organisation of resources
9. Other duties as deemed necessary by the Headteacher
10. To occasionally escort and supervise pupils on educational visits and out of school activities.
11. In exceptional circumstances you may be required to provide cover for students

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified

This job description is current, but following consultations with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Job description last reviewed: November 2024

Errors and Omissions Excepted