

THE BUCKINGHAM SCHOOL A SPECIALIST SPORTS COLLEGE



DESIGN AND TECHNOLOGY TECHNICIAN

JOB DESCRIPTION

Design and Technology Technician

Responsible to: Curriculum Leader Technology

Purpose of the Job

Under the overall direction of the Curriculum Lead, and in accordance with the practices and procedures of the school, assist staff in providing safe areas for students and teaching staff. The Design and Technology (D&T) Technician will provide practical, technical support to the relevant material areas of the department (namely wood, metals, plastics, Textiles and CAD), by the preparation of tools, equipment and materials for lessons. As D&T Technician, you will undertake a practical health and safety role for the department.

Main Duties and Responsibilities

- To prepare materials and equipment for practical lessons
- To maintain and monitor stock levels of consumables and equipment
- To assist Curriculum Lead in the ordering of materials and equipment
- Ensure the maintenance of a clean and orderly working environment.
- Clear away and clean, replenish equipment and materials for practical lessons
- Prepare, set up and organise materials for practical lessons and demonstrations, this includes the cutting of wood and fabric, preparation of small circuit electrical appliances, and replenishment of paints and other consumables.
- To maintain machinery and equipment in accordance with health and safety requirements
- Carry out daily/ weekly health and safety checks of workshop machinery
- To contribute to safe working practice in preparation/ storage/ teaching areas
- Assist Curriculum lead with relevant safety checks including risk assessments and COSHH
- Support teaching staff with the safe delivery of practical lessons
- To ensure that technology rooms and equipment are kept clean, tidy and safe
- Maintenance and assistance in creating of class displays
- General administration duties within the department, including filing of stock invoices, photocopying etc
- ICT skills

General role:

- Contribute effectively to lesson planning, preparation of resources, organisation of pupils' work, and
- other tasks necessary to maintain a good learning environment.
- To undertake break / lunch duties as required.
- Liaise appropriately with other agencies and professionals as required.
- To support own professional development by: undertaking training as appropriate;
- To undertake any further duties reasonably requested by the Headteacher or Line Manager

Person Specification

Qualifications	<ul style="list-style-type: none">• Experience in relevant discipline or related qualification• Knowledge of CLEAPS guidelines desirable
Knowledge & Experience	<ul style="list-style-type: none">• Experience of working in a school of with young people• Experience of working in the Technology industry and the use of machinery such as drills, saws and hand tools• Have knowledge of health and safety regulations and procedures• Knowledge and experience of ICT•
Skills	<ul style="list-style-type: none">• Excellent numeracy and literacy skills• Ability to prioritise effectively• Effective communication skills, to be able to develop constructive relationships with young people and staff• Work constructively as part of a team, understanding school roles and responsibilities• Excellent organisation and personal management skills
Personal Attributes	<ul style="list-style-type: none">• Trustworthy• Able to work in a team• Friendly• Approachable

The duties of this post may vary from time to time without changing their general character or level of responsibility entailed.

Signed: _____ Dated: _____

Signed: _____ Dated: _____