



## DESIGN TECHNOLOGY TECHNICIAN – PART TIME

### JOB DESCRIPTION

Responsible to:	Head of Design Technology
Salary scale:	S4
Point range:	7-10
Hours:	27 per week term time only (8.00am – 1.30pm Monday to Thursday and 8.00am – 1.00pm on Friday)

### Duties and Responsibilities

#### General

- Maintain a safe and clean working environment at all times.
- Provide support and assistance to the classroom teacher during practical lessons.
- Work on your own initiative as well as a member of a team.
- Plan and prioritise your work effectively.
- Assist in the organisation and presentation of the Design Technology rooms and workshops
- To attend and participate in relevant meetings as required.
- Assist with the supervision of pupils out of lesson times, eg clubs, visits and extra-curricular activities organized by the department
- To undertake any other duties commensurate with the post as may be required by the Headteacher.
- Advising students on safety aspects of particular practical work.
- Ensure that all equipment is accounted for, in the correct place and replaced where necessary.
- Ensure that all equipment is stored in a safe and appropriate manner.
- Assist the classroom teacher in the logging in and out of certain items of equipment as required.



### **Maintaining Work Area**

- To ensure that workshops and equipment are kept clean and tidy and that safety regulations are met, including checking equipment for safety, cleaning and maintenance of tools and equipment, and advising students on safety aspects of particular practical work.
- Ensure that all equipment is accounted for, in the correct place and replaced where necessary.
- Ensure that all equipment is stored in a safe and appropriate manner.
- Assist the classroom teacher in the logging in and out of certain items of equipment as required.
- To be responsible for maintaining departmental displays of work both in the technology area and around the school

### **Resources**

- To monitor supplies of stock and inform line manager when further supplies of resources or ingredients are required; check goods delivered against orders and storing appropriately; carry out stock taking and inventory checks.
- To record breakages and loans, in accordance with school policy, and assist with department filing, including maintenance of up to date catalogues and price lists.
- To assist with the preparation of materials for lessons, display and projects.
- To assist in setting up for practical lessons and demonstrations.

### **Other**

- The post holder will be expected to carry out all duties in the context of and in compliance with all the school policies.
- To be willing to undertake training as necessary.
- To participate in personal and team reviews.



### Other

- To be familiar with Health & Safety regulations.
- Provide First Aid when necessary (after training)
- Be aware of and take part in the school's performance management framework and participate in training and development activities as required.
- In addition to the specific responsibilities of the post, as a member of the support team, the postholder will be expected to assist with other tasks of the support team as and when required.

Other tasks which may reasonably required as appropriate to the post.