## Technician (Design Technology) Job Description

**Grade 2 point range 10 - 13**

### Core purpose
To assist in providing practical support to teaching and learning in the art, design and technology department

### Core qualities
- Positive attitude to continuous improvement
- Leading by example
- Effective communication skills
- A willingness to embrace change
- Excellent organisational skills

### Specific Responsibilities
- To support the work of the design and technology department primarily by ensuring that the resource and materials requirements of the department are effectively met
- To support students and teaching staff when doing practical tasks
- Prepare materials, equipment and resources for lessons
- Administrative tasks e.g. filing, photocopying and laminating
- To organise any repair and maintenance of equipment, including tool sharpening ensuring all equipment is maintained in a good working order
- To prepare departmental resources where it is appropriate and cost-effective to do so.
- In liaison with the curriculum leader for design and technology to undertake the necessary ordering of items of stock, checking deliveries and ensuring suitable storage and stock.
- To undertake routine maintenance of workshop equipment and to maintain all equipment and utensils in good working condition.
- To ensure that equipment and working areas are kept in clean and tidy order, specifically after lessons
- To provide technical support during lessons, including individual or small group pupil support where appropriate.
- To have particular regard to health and safety matters in accordance with school policy and statutory requirements.
- To check and empty extraction systems on a regular basis

### Generic Responsibilities
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.

This job description will be reviewed annually and the headteacher reserves the right to alter the content of the job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

### Outcomes
- High standards
- Well trained staff
- Academic and personal achievement for all pupils
- Effective team work

Line manager: