



Design & Technology Technician

Job Description

Post holder: [To be confirmed]

Contract: Full-time 37 hours per week, term-time

Salary: SCP 17 (Actual salary £27,855)

Responsible to: Head of Design & Technology

Main purpose of the role

To provide technical and practical support to the Design Faculty, working collaboratively with teaching staff and students across Key Stages 3, 4 and 5. The role includes managing resources and equipment, maintaining workshop facilities, supporting practical coursework and ensuring high standards of health and safety.

Key duties and responsibilities

1. Teaching and learning support

- Prepare materials, tools and equipment for practical lessons across all key stages.
- Support students with practical work and coursework, including GCSE and A-Level projects. This may include working with individual students, or small groups of students, outside of timetabled lessons, or after school.
- Assist with the development of curriculum projects, prototypes and practical resources.
- Demonstrate safe working practices and support students and staff in using equipment and developing practical skills.
- Research and trial new materials, techniques and technologies to enhance teaching and learning, and support the training and development of staff and students in the use of these.

2. Resources, equipment and facilities

- Manage departmental stock, materials, tools and equipment, including ordering, storage and distribution.
- Maintain workshops, preparation areas and equipment in a clean, organised and safe condition.
- Carry out routine maintenance and oversee servicing and repairs where required.
- Maintain CAD/CAM equipment and liaise with ICT support, suppliers and specialist engineers as necessary.
- Support resource provision across both school sites and contribute to the effective management of departmental budgets.
- Maintain and update departmental displays as required.

3. Health and safety

- Promote and maintain high standards of health and safety across the Design Faculty, communicating any identified risks to the Faculty Lead and teaching staff, recommending appropriate control measures.

- Maintain risk assessments and relevant safety records in consultation with the Faculty Head and teaching staff.
- Support and deliver routine health and safety training for staff and students, including demonstrations of safe working practices and the correct use of equipment.
- Ensure machinery, tools and equipment are safe and fit for purpose, reporting defects and hazards promptly, and removing anything that is unsafe.
- Keep up to date with all relevant health and safety guidance, training and procedures.

4. General responsibilities

- Establish positive working relationships with students, teaching staff, support colleagues, suppliers and external contractors.
- Work collaboratively and flexibly with teaching and support staff to meet the needs of the Faculty.
- Follow school policies and procedures, including safeguarding, confidentiality, equality and inclusion requirements.
- Undertake relevant training and professional development as required, including appropriate training to become a First Aider.
- Travel between school sites as necessary.

The post holder is expected to uphold the school's values, maintain high professional standards and contribute to a safe, inclusive and supportive learning environment. Responsibilities may be reviewed in response to the changing needs of the school, following appropriate consultation.

The post holder is expected to undertake any other reasonable duties as directed by the Headteacher, consistent with the responsibilities of the role.