

**BALCARRAS SCHOOL**  
**JOB DESCRIPTION**

**JOB TITLE:** Design and Technology Technician

**RESPONSIBLE TO:** Head of D&T Department

**RESPONSIBLE FOR:** None

**GRADE:** NJC – Point 11 rising to point 15 (maximum)

**JOB PURPOSE:**

- Under the general direction of the Head of Department for Design and Technology, to provide general and specialist technical support within Product Design.
- To actively promote and contribute to the school ethos and values.
- To support teachers in facilitating and encouraging learning which enables pupils to achieve high standards and to become independent learners.
- Provide first aid to staff and pupils in school (training will be available).

<b>1. Main Duties</b>	<b>Description</b>
Department Support	<ul style="list-style-type: none"> <li>• Prepare and assemble materials, teaching resources, apparatus and equipment in specialist teaching rooms</li> <li>• Maintain and repair equipment and to arrange servicing by external contractors</li> <li>• Maintain appropriate records of stock and inventories.</li> <li>• Undertake ordering, with due regard to value for money and stock allocation</li> <li>• Ensure that Health and Safety regulations are adhered to</li> </ul>
Design and Technology – Specific Duties	<ul style="list-style-type: none"> <li>• Work extensively with CAD programs (CorelDraw) to program CNC machinery including the laser cutter and CNC router</li> <li>• Maintain all specialist equipment including: <ul style="list-style-type: none"> <li>Laser cutter                      Wood lathe</li> <li>3D printer                              Circular Saw</li> <li>CNC router                              Bandsaw</li> </ul> </li> <li>• Carry out departmental ordering as directed by the head of department</li> <li>• Monitor cleaning facilities in all 3 classrooms and the prep room on a weekly basis</li> <li>• Ensure all COSHH documentation is up to date and attend health and safety meetings if required</li> </ul>

	<ul style="list-style-type: none"> <li>• Support the D&amp;T department in the preparation of materials for whole school events</li> <li>• Offer in class support as directed by the teaching staff where appropriate, e.g. pewter casting</li> </ul>
<b>2. JOB CONTEXT</b>	The postholder will play an important role in providing technician support to teaching staff within the curriculum area and in ensuring the safe and proper use and maintenance of resources and equipment.
<b>3. SUPERVISION</b>	Most activities will be undertaken without direct supervision. General supervision will be provided by the head of department.
<b>4. CONTACTS</b>	Daily interaction with staff and students, and occasional interaction with external suppliers and contractors.
<b>5. KNOWLEDGE, EXPERIENCE &amp; TRAINING (or competencies)</b>	<p>NVQ Level 3 or a good level of general education normally evidenced by a minimum of 3 GCSEs (including Maths and English) at Grade C or above or other equivalents, and appropriate relevant experience.</p> <ul style="list-style-type: none"> <li>• Ability to create, maintain and enhance effective relationships</li> <li>• Ability to learn new skills and be willing to embrace new technology and the use of ICT</li> <li>• Ability to maintain effective communication with other staff and students</li> <li>• Ability to work well under pressure and have a good sense of humour</li> <li>• Ability to work on own initiative and as part of a team</li> </ul>
<b>6. SPECIAL NOTES OR CONDITIONS</b>	<p>The post-holder will be subject to an enhanced Disclosure &amp; Barring Service check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared. The post-holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the Trust/school's child protection and behaviour management policies.</p> <p>Every member of staff should take ownership and responsibility for their health and safety at work and that of others and to ensure that they are appropriately trained for the activity that they are being asked to complete within their job role.</p> <p>There may be occasional requirement for duties to be undertaken outside of the normal working day.</p>

This job description sets out the main duties of the post at the date shown below. Such duties may vary from time to time without changing the general character of the post or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

April 2018