



Wadham School – Job Description



Design & Technology Technician

Contract: Permanent – 37 hours per week /39 weeks Term Time only plus INSET days.

Grade: 14 Point 4-6.

Responsible to: Head of Design & Technology

Main Purpose

To ensure the appropriate equipment and resources are available and maintained to a safe and satisfactory standard and to support student learning in a safe environment.

Main Duties and Responsibilities

Main duties will include those below, but additional functions may be required at times to meet the needs of the department to ensure the highest levels of teaching and learning are maintained.

- Maintain a safe and tidy environment within the Design & Technology and Food Preparation & Nutrition departments, ensuring that Health & Safety guidelines are adhered to a high standard.
- Support students in the classroom during lessons.
- Conduct daily, weekly and monthly health & safety check machine checks and record appropriately.
- Provide practical support in D&T lessons and Food Preparation & Nutrition lessons.
- Support teachers in the delivery of the curriculum by maintaining equipment and resources.
- Prepare resources for lessons and assist the teacher with delivery of the curriculum by supporting practical skills and promoting health & safety controls.
- Order resources (through the Finance Team) maintain stock records, anticipating the needs of the departments to ensure that the needs of the curriculum are met.
- Maintain notice and display boards and ensure satisfactory signage is created and displayed as per regulatory guidance and prepare Gallery displays when applicable.
- Organise and maintain materials within the departments with clear systems of organisation.
- Keep the departments clean and tidy and prepare/ clean down before and after lessons.
- Complete data inputting and administration for the department.
- Supervise and maintain CAD/CAM equipment.

Personal Attributes, Knowledge, Skills and Experience

- Qualifications or substantial expertise in a related subject: Design & Technology or Engineering.
- Food Hygiene NVQ Level 2 (desirable but training can be provided).
- Knowledge of Health & Safety Regulations, particularly in the subject area (although training can be provided).
- A high level of knowledge and experience using Microsoft ICT packages.
- Previous experience of effectively working in an educational establishment or similar.
- A logical thinker, with an enthusiasm for Design & Technology subjects with a keen interest in experimenting with tools and equipment with different materials.
- Show a creative flair and a passion for designs.
- Willing to be adaptive and responsive to change, as required by the needs of the department.
- Able to contribute to the department with ideas and solutions where required.
- Can demonstrate teamwork and yet be able to work without direct supervision.
- Able to communicate effectively with staff and students.

Physical Effort & Working Conditions

- Some physical effort in a physical environment that involves some lifting, moving and carrying, within Health & Safety guidelines.
- Ongoing physical effort eg: walking, standing during lessons.
- A normal school environment, although the post holder may be involved in external school activities, such as educational visits.
- Most of the working day is spent standing, with periods of crouching and bending to engage students in activities.

Contacts and Relationships

- Daily contact with curriculum staff and students.
- Daily contact with other school staff.
- Weekly departmental meetings.

Notes

This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.