**DT Technician - Job Description**

**Reports to:** Faculty Team Leader of Art and Design and Technology

**Start date**: 1st September 2021

**Pay Scale:** G05 Term Time plus One Week

**Time:** 37 Hrs Per Week, Term Time only Annual Leave to be taken in School Holidays

**Overview**

We are looking for a talented, passionate experienced and enthusiastic professional to take the role of DT technician for the school and to be an active member of the Art and DT Faculty.

They will take responsibility for the technical support in all areas of the DT Faculty by the preparation of tools, equipment and materials for lessons, to undertake a practical health and safety role for the faculty and to service machinery within the department.

You will have a unique opportunity to work with a forward thinking and innovative department:

* Support an Art and Design Technology Faculty
* Work alongside a passionate and dedicated team who place a high priority on your continuing professional development.
* To create and maintain a purposeful, orderly and productive working environment.

As a DT technician you will have the following:

* Experience in Industry
* Ideally, experience of working in an educational context, preferably a school
* A high level of drive and motivation
* Excellent organisational and inter-personal skills.
* Good ICT Skills on most Microsoft Packages

**Main responsibilities:**

1. To monitor, service and maintain all machinery in the workshops (pillar drills, band saws, band facer, circular saw, disc sander, vacuum former, laser cutter, line bender, convection oven, etc.) This included changing blades or papers where required.
2. To check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others.
3. To draw up and maintain an inventory of equipment for the DT department and organise store rooms and store cupboards.
4. To maintain DT department resources and keep a record of stocks through an Inventory. Maintenance of materials and hand tools to be done on a regular basis.
5. As the department grows, assist in the introduction of new equipment into the workshops and kitchen.
6. Preparing materials, such as cutting wood/ plastic to size, for student use.
7. On occasions preparing ingredients for food lessons as directed by the food teachers
8. Monitoring of all equipment in the kitchen including the hobs and ovens.
9. To prepare materials for DT lessons, as requested by each member of department.
10. Printing, scanning, photocopying and laminating and mounting pupil’s work.
11. Creation of lesson resources for practical lessons such as jigs and formers.
12. To carry out daily tasks as directed by the Faculty Team Leader and teachers.
13. To ensure all tools and equipment are stored securely after use.
14. To ensure all pupils’ work and unused material is returned to the appropriate storage area.
15. To assist in preparing classroom and corridor displays.
16. To inform (and if required arrange) for the regular safety inspections of all machinery and equipment.
17. Assist in completion of Risk Assessments and the implementation of the DT H&S policy. Keep records of all risk assessments and certificates up to date.
18. To ensure the DT rooms are kept secure, clean, tidy and free from all hazards, and to report any building maintenance issues on behalf of the department.
19. To ensure departmental first aid boxes are kept up-to-date and stocked.
20. To carry out other tasks reasonably requested by the Faculty Team Leader, in accordance with the post holder’s skills and qualifications.

**This post is subject to an enhanced DBS disclosure.**

**The post holder must be committed to safeguarding the welfare of children.**

**No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Headteacher. In addition, candidates should understand their role may broaden and that all roles will be reviewed annually to ensure the Art and Design and Technology team is working as efficiently as possible.**