



**DESIGN AND TECHNOLOGY TECHNICIAN
JOB DESCRIPTION**

Responsible to:	Head of DT
Job Overview	The Design & Technology technician will play a crucial role in supporting and directly improving pupils' learning experiences in the workshop and classroom.
Duties and Responsibilities:	<p>Principal Responsibility Areas</p> <ul style="list-style-type: none">• To assist Technology staff in developing appropriate resources for teaching and learning.• To ensure that all Health & Safety requirements are met, under the direction of the Head of Department.• To assist in administrative duties in accordance with Teacher workload agreement.• To maintain and monitor consumables and equipment in D&T to ensure all pupils are able to access a wide range of materials and processes as part of their technology provision.• To assist teaching staff in promoting and raising the profile of D&T within and outside School.• To support the development and delivery of Computer Aided Design & Manufacture in D&T. <p>Key Tasks</p> <ul style="list-style-type: none">• To prepare materials & equipment for practical lessons.• To maintain machinery and equipment in accordance with Health & Safety requirements.• Carry out weekly, monthly & termly Health and Safety checks on all equipment and machinery and report directly to the Head of Department.• Assist Head of Department in the production of Risk and COSSH assessments.• To maintain and carry out maintenance of all CAD CAM equipment.• To maintain and monitor stock control.• To assist the Head of Department in the ordering of materials and equipment, and in carrying out research.• To carry out termly material and equipment checks across all Technology rooms.• To assist staff in preparing and setting up displays.• To be proficient in the use of the range of CAM equipment and provide technical support during lesson time.

This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.

	<ul style="list-style-type: none"> • To be proficient in a range of CAD software as stipulated by the Head of Department and provide technical support during lesson time. • To provide technical support to staff during lesson time as required. <p>Main Duties and Responsibilities</p> <ul style="list-style-type: none"> • To prepare classrooms and workshops for use by staff and pupils, ensuring a safe and tidy working environment. • To prepare materials and make tools and jigs for use by teachers and students. • To advise staff and pupils on the safe use of equipment and materials, including electrical equipment and machinery. • To demonstrate, advise and assist in practical activities. • To assist in using and showing students, computer operated equipment including CAD/CAM's, producing students work thereon. • To maintain and repair equipment. • To purchase resources as agreed with teaching staff from the budgets available, including placing orders as necessary. Negotiation of best prices with suppliers. • To be responsible for the safe storage of equipment and materials, and the disposal of hazardous materials, according to the relevant regulations and procedures. • To assist in the organisation and preparation of displays for Open Evenings and other events. • To ensure that all COSHH/Health and Safety regulations are complied with. • To act in a supervisory capacity for the teaching staff in relation to students, where asked. • To maintain positive relationships with the pupils <p>Training and Development</p> <ul style="list-style-type: none"> • Regularly review own practice, and in collaboration with your Head of Section, to set personal targets and take responsibility for own continuous professional development. • Participate in the annual performance review process. <p>General Requirements</p> <ul style="list-style-type: none"> • Promoting and safeguarding the welfare of pupils for who you are responsible and with whom you come into contact with. • Maintain high professional standards of attendance, punctuality, appearance and conduct. • Maintain positive, courteous relations with pupils, parents and colleagues. • Promote the good name and reputation of the School. • Adhere to School policies and procedures.
<p>Keys Skills & Knowledge:</p>	<ul style="list-style-type: none"> • Excellent practical experience of using engineering, electrical, joinery and computer equipment and also plastics.

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	<ul style="list-style-type: none"> • Working knowledge of CAD / CAM • Knowledge of maintenance and repair of equipment • Experience dealing with third parties
Personal Competencies & Qualities:	<ul style="list-style-type: none"> • Creative Thinker • Good 'making' skills • Good communication skills • Patience • Ability to plan, prioritise and manage a varied workload. • A collaborative team player who shares knowledge and information with other members of staff to promote good practice. • Focuses on what needs to be delivered: understands what is needed and responds promptly.
Desirable Person Specifications	<ul style="list-style-type: none"> • Experience working in Schools • A demonstrable knowledge of design and DT craftsmanship • Knowledge of Health & Safety regulations and safe workshop working practices
Terms & Conditions	<p>Hours of Work</p> <ul style="list-style-type: none"> • 8am to 4.30pm or 8.30am to 5pm each day (depending on timetabling) with a one hour break during the day, for 36 weeks per year, to include all term-time weeks. • All INSET days and any relevant events in the School calendar <p>Safeguarding Children Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an enhanced criminal record check through the Disclosure and Barring Service.</p>

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