

VYNERS SCHOOL



DESIGN and TECHNOLOGY (D&T) Technician

Job Description

Core Purpose:

Under the direction of the Subject Leader, to support the delivery of the curriculum in the D&T department through ensuring that tools, equipment and materials are maintained safely, are ready for use. The post holder will be required to support students on a practical level from time to time, under the supervision of a classroom teacher.

Core Qualities:

- Proven track record of working with relevant tools and equipment, including hand tools, lathes, drills, saws, polishers etc.
- Able to play a part in promoting and safeguarding the welfare of students and to act as an appropriate role model for young people.

Specific Responsibilities

- To ensure all teaching rooms are kept clean, tidy, organised and ready for teaching use. The post holder will be required, along with all other members of the department, to ensure unoccupied rooms are kept locked when not in use.
- To set up and put away materials, tools and equipment, as requested by teaching staff, for use in D&T lessons, up to the standard of post 16 courses, including A level. To assist teaching staff with the logging out and safe return of certain items of equipment used in practical lessons.
- To ensure on a daily basis that all equipment and machines are set up correctly / accurately and are safe for use.
- To assist with the preparation of teaching materials (including wood, metal, acrylic and paper based resources) as required.
- To operate the departmental laser cutter to cut out students' work. To maintain and service the laser cutter on a weekly basis.
- To support, give guidance to and supervise students at all Key Stages such as demonstrating the best use of tools and common construction strategies (cutting, drilling etc) (both inside and outside lessons).
- On those occasions where they are supporting students, to ensure that students work in a safe manner (under the overall supervision of the classroom teacher)
- To provide technical support to teaching staff during lesson time as may be required.
- To tidy away materials, tools and equipment as may be required once lessons are concluded. To ensure that all tools are accounted for at the end of any practical lesson
- To be responsible for the systematic, effective and safe storage of materials, tools and equipment.
- To ensure that any dangerous substances and equipment are stored safely when not in use.
- Working with external contractors and the Facilities Team and Business Manager as required, to ensure the completion of all statutory testing required within the department including LEV, PAT testing etc. To ensure that COSHH procedures are correctly documented and implemented on a day to day basis within the department.
- To assist with the preparation of the annual department risk assessment in conjunction with the Subject Leader. The post holder may be tasked by the Subject Leader, from time to time, with

seeking external H&S advice on issues within the department. Established sources of technical advice will be provided.

- To complete the daily safety logs required for the 6 dust extraction units and ensure the units are regularly emptied and maintained in line with health and safety requirements.
- To construct teaching aids or equipment (eg jigs, guides, ample projects etc), as requested by the Subject Leader or teaching staff.
- To maintain records of stock held, and equipment, ensuring the Subject Leader is kept informed of stock levels. The post holder will be expected to take the initiative to make recommendations for the purchase of new stock and materials as required.
- To conduct the annual inventory check of equipment and notify the Subject Leader of any changes as may be required.
- To assist the Subject Leader with placing orders for tools and materials, sourcing items as may be required.
- To check deliveries into the department, liaising with Finance and suppliers as may be required regarding any incorrect or outstanding items.
- To service, sharpen and adjust all tools on a regular basis to ensure their safe use.
- To undertake basic maintenance, wherever practicable, on all equipment and machines. This includes keeping equipment well oiled, replacing blades and other minor consumables etc
- To triage other equipment problems and call out established external maintenance suppliers as required.
- In conjunction with the Subject Leader, to advise and arrange any major repairs or servicing, using third party contractors as may be required.
- To organise and maintain an efficient filing system or worksheets, teaching materials and examination papers, in conjunction with the Subject Leader.
- To deal with the repair of textbooks and to maintain record of textbook issued and return.
- To work with the Subject Leader on producing and updating departmental displays
- To assist with the organisation and upkeep of the departmental library.
- To ensure the availability of stationary within the department, taking the initiative to order new stock as required, making the Subject Leader aware of any new orders.
- To attend such courses as may be required to ensure technical and health and safety knowledge remains up to date.
- To provide technical support to the wider school community as may be required from time to time, and as may be within the capabilities of the post holder.
- To undertake such other duties as may reasonably be required from time to time

Line manager:

Subject Leader, Design and Technology

Hours of Work:

8.15am – 3.45pm (35 hours per week, not including half hour unpaid lunch break).

5 days per week, term time only plus 5 INSET days plus 5 additional days (to be worked during school holidays as agreed with Subject Leader. (39.6 weeks in total – 198 days).

Subject to line manager approval, the post holder may attend inset sessions during their normal working hours.

Grade:

This post is paid on Vyners Grade 3.

Total Hours:

35 hours per week (not inc unpaid lunch break). 1386 hours per annum.

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DESIGN and TECHNOLOGY (DT) Technician

Person Specification

Essential:

- A high level of technical knowledge in the Design and Technology discipline.
- Significant 'hands-on' experience using woodworking and metalworking machinery (manual tools, circular saws, band-saws etc) and engineering equipment (centre lathes, milling machines etc).
- An excellent awareness of the H&S issues associated with the maintenance and use of woodworking and engineering equipment.
- Previous experience of H&S and COSHH risk assessment.
- Capable of interacting positively and effectively with students of all ages and abilities.
- Organised and efficient, with a good eye for detail.
- Capable of responding positively to deadlines.
- Able to prioritise their own workload effectively.
- Good interpersonal skills, capable of liaising effectively with the full range of school staff and of representing the school effectively to external parties.
- Team player
- Good IT skills, familiar with email and MS Word and Excel.
- Capable of working independently where required.

Desirable:

- Previous experience of working in a secondary school or of working with young people aged 11 – 18 years.