**Job Description/Person Specification – Design & Technology Technician**

**Post Grade:** H4

**Contract Term:** Term time

**About the role**:

* Design & Technology is a key part of our school’s success and is integral to our STEM focus.
* The D&T department at Presdales is staffed by four full time teachers and consists of three workshops, a multi-purpose design room, a wood preparation room and a food area. All students study D&T up to the end of KS3 and as an option at GCSE and A level where we offer courses in Design & Technology, Product Design, Fashion & Textiles and Food & Nutrition.
* This role requires a conscientious and enthusiastic Technician to support the Design & Technology Department. An interest in computer aided design and manufacture including the use of laser cutters and 3D printers is desirable (training can be provided).

The role is varied and will change on a daily basis. Duties and tasks include:

* Assisting teachers with class practical work
* Preparation of equipment and materials for lessons both for demonstration and class use  placing orders and checking deliveries
* Review of department risk assessments alongside Head of Technology
* Liaison with external contractors
* Maintenance of workshops to ensure a clean, safe and orderly environment
* Organisation of repairs or specific maintenance as necessary
* Maintenance of an inventory of materials and equipment and associated stocktaking duties  mounting displays of materials, visual aids and pupils’ work
* Duplicating and photocopying
* Other tasks that may be requested by the Head of Technology from time to time.

**Person specification**

The D&T Technician will work with and around students and assist in practical lessons at times, and should:

* Have a practical background
* Confidence to use a variety of workshop equipment (training will be provided where required)
* Be flexible
* Be quick to learn
* Have good communication skills
* Be keen to work as part of a team in a busy environment
* Be able to work independently and on own initiative

*Whilst this job description is current, and every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified. Employees will be expected to comply, following consultation, with any reasonable request from the Head of Department to carry out tasks and duties that are of a similar level, but not specified in the job description*.