



Job Description

Job title: DT Technician
Reports to: Head of Department
Location: Sir Joseph Williamson's Mathematical School

Principal Responsibilities

Responsible directly to the Head of Design and Technology through the following duties and from time to time other longer term projects by arrangement

- Organise and prepare materials and equipment for lessons as requested by members of the Design and Technology staff, including bulk cutting of woods, metals, plastics, paper and cardboard.
- Keep department rooms and stockroom tidy.
- Maintain stocks in the department teaching areas.
- Observe, and be seen to carry out, the 1994 Health and Safety KCC and HSE regulations during all working situations and practices and assistance for the person responsible for H&S in relating or relaying any areas of concern in any workshop practices, which need to be brought to the attention of the department staff.
- The reporting of ANY irregularities occurring in any Design Technology room as a matter of concern for the HOD.
- Manage the annual safety inspections for equipment.

Administration

- Produce teaching resources and other appropriate materials for learning enhancement and display purposes.
- Administration and updating of AQA Kerboodle.
- Organise and prepare materials and equipment for lessons as requested by members of Design & Technology staff.
- Producing Design & Technology resources, teaching aids and programme booklets.
- Maintain and update the department's system for recording pupil progress and targets.
- Maintain and update the electronic backup of the E-folios used by the pupils.
- Software/book loan administration.
- Maintain all school noticeboards.

Management/Maintenance

- Organise and safely secure tools, excess materials and flammable/corrosive liquids in appropriate designated areas at the end of the school day.
- Carry out 'power down' and 'locking up' duties at the end of the day's work.
- Maintain a weekly programme of workshop machine inspection and dust extraction equipment.
- Ensure the department complies with current Health and Safety regulations in relation to the operation of workshop machinery.
- Bring to the attention of the HOD, Health and Safety issues relating to faulty machinery or equipment not complying with current regulations.

- Construct equipment that can be used to organise the workshops, tool racks etc.
- Maintain and assist with the running of the laser cutters.
- Administer the repair and return and student chromebooks.

Other

- To undertake such other duties that the Headteacher may from time to time determine to fall within the remit of the post.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.