



THE FITZWIMARC SCHOOL

JOB DESCRIPTION

Post:	Senior Design & Technology Technician
Responsible to:	Head of Department
Band:	Band 3(M) points 6 - 11
Purpose of the job:	To lead and manage a team of technicians and provide a comprehensive, efficient and effective support service to staff and students undertaking the Design & Technology curriculum

Postholder

Duties and responsibilities

- To manage and lead the D&T technician team.
- To oversee and maintain effective systems for the D & T technician team.
- To undertake appraisal of team members in co-operation with Head of D&T.
- To ensure the efficient preparation and organisation of lesson materials as required organise, prepare and maintain resources and equipment for lessons
- To support teaching staff and students during lessons times and designated study periods.
- To support staff and students in the use of CAD/CAM e.g. laser cutter and 3D printer
- To work alongside students in preparing materials for examination coursework under direction of teaching staff
- To manage departmental equipment and materials and ensure appropriate stock levels are maintained.
- Prepare mixes for bricklaying and demonstrate and supervise wallpapering
- To undertake periodic and routine inspection, maintenance and repairs of departmental tools, equipment and machinery. Ensure machinery and equipment are serviced regularly.
- To work in collaboration with the Head of Department to ensure risk assessments are carried out.
- To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to workshops
- To administer emergency First Aid in need.
- To assist in the organisation and maintenance of departmental displays and an effective working environment
- To undertake administrative tasks e.g. letters, organising trips, as required
- To Liaise with primary feeder schools and wider community
- Attend Associate Staff Line Managers meetings
- To undertake invigilation of both public and internal examinations as required
- To undertake any training required, commensurate with the post

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This 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 it 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 school at the reasonable discretion of the head teacher.

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.

Agreed by.....(Postholder)

And(Headteacher)

Date