



## **DESIGN AND TECHNOLOGY & GENERAL MAINTENANCE TECHNICIAN**

### **Job Description**

#### **Key Responsibilities:**

To work with teachers as part of a professional team to support learning by providing technical assistance, preparation for lessons and the safe maintenance of teaching areas and equipment.

#### **Design and Technology**

- Assist with the preparation of resources and providing the technical support for practical lessons in Design and Technology, including Food Technology.
- Ensure that health and safety standards are maintained and the requirements to support a high quality of teaching and learning are met.
- Assist the Subject team to ensure a healthy, safe and productive work environment through the routine maintenance and preparation of equipment, workshops and learning spaces.
- Ensure the availability of suitable materials and equipment; helping to compile orders and obtain costings. Keeping up to date records of stock.
- Ensure the availability of suitable materials and equipment suggesting alternatives and sustainable resources.
- Contribute to the design, development and maintenance of specialist resources and/or planned projects.

#### **Teaching and Learning Assistance**

- Offer guidance, assistance and support to pupils and teachers on the practical aspects of the curriculum.
- Interact with pupils in a supportive way to aid the development of their ability to think and learn.

#### **Health and Safety:**

- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- Keeping up to date with health and safety requirements and with developments in Design and Technology and other technical subjects.
- Under the overall guidance of the line manager, ensuring that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is carried out to the required standard.
- Maintain documentation and assist with risk assessments etc.
- Ensure the healthy, safe storage and accessibility of equipment, materials and chemicals.
- Ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual potential hazards.
- To help ensure that the classroom environment is a safe environment in which learning and skill development can take place.

#### **School maintenance**

- To provide technical and general maintenance assistance to the Estates Manager
- Support with the routine maintenance of the school facilities and equipment

- Support with compliance and H&S checks of facilities and equipment and maintain accurate records

#### **General**

- Contribute whole-heartedly to the organisation and running of enrichment activities and to other aspects of school life, drawing on their own interests and enthusiasms.
- To undertake any training commensurate with the post.
- To assist in ensuring the safe conduct of pupils in the department.
- To participate in the performance and development review process, taking personal responsibility for identification of learning and development opportunities in discussion with line manager.