



Design Technology Technician Job Description

Name:	
Salary:	Grade 5
Hours:	30 hours per week – term time only
Location:	Oriel High School Maidenbower Lane Maidenbower Crawley West Sussex RH10 7XW
Responsible to:	Subject Leader for Design and Technology

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate confidentiality concerning school matters at all times.

1. Job Purpose

- 1.1 To provide technical and administrative support to the Subject Leader for Design and Technology and other teaching staff as required.
- 1.2 To advise and assist in lessons as “technician support” when booked by teaching staff.
- 1.3 To perform day to day cleaning of departmental classrooms and equipment.
- 1.4 To perform day to day maintenance and repair of departmental equipment.
- 1.5 To arrange for specialist maintenance and testing of departmental equipment.
- 1.6 To assist in the smooth running of the Design and Technology department.

2. Main Duties and Responsibilities

- 2.1 To prepare resources for use by staff and students as directed by teaching staff.
- 2.2 To ensure a safe and tidy working environment within the Design Technology department.
- 2.3 To maintain First Aid boxes in the Design Technology department.
- 2.4 To prepare ingredients/resources for use by teachers and students.
- 2.5 To purchase ingredients/resources as agreed with the Subject Leader from available budgets, including the placing of the orders and achieving the best prices with suppliers.
- 2.6 To research into ingredients and/or materials for projects as agreed with the Subject Leader.
- 2.7 To advise staff and students on the safe use of equipment and machinery.
- 2.8 To act in a supervisor capacity for teaching staff, with a member of teaching staff present, when directed to do so as per 1.2.
- 2.9 To assist in using and showing students CAD/CAM equipment and aiding them produce their work on such equipment.
- 2.10 To be responsible for the safe storage of ingredients, materials and equipment.

- 2.11** To assist in the organisation and preparation of displays for Open Evenings and other events as directed by the Subject Leader
- 2.12** Practical support for Engineering assessments in lessons (i.e. supervising pupils using machinery such as lathes and milling machines)
- 2.13** Administration of Pupil contributions and other administrative tasks.

3. Skills

- 3.1** A keen interest of food, design, the creative process and Design and Food Technology as a subject.
- 3.2** Practical experience and knowledge of Health and Safety and safe working practices for using the following;
 - Workshop tools and machinery
 - Textile tools and machinery
 - Kitchen tools and appliancesEssential training can be provided.
- 3.3** Computer literacy.
- 3.4** Good communication skills.
- 3.5** Experience dealing with third parties.

4. Information about Design and Technology at Oriel High School

- 4.1** At Key Stage 3 (years 7, 8 and 9) Design and Technology is compulsory and taught in a carousel of 2 periods a fortnight. Key Stage 3 is approximately 700 pupils.
- 4.2** At Key Stage 4 (years 10 and 11) there are 4 separate subject options each taught over 5 periods a fortnight. These are Design and Technology, Engineering, Hospitality and Catering and Food Preparation and Nutrition.
- 4.3** At Key Stage 5 (years 12 and 13) Pupils can study Product Design or Design Engineering, both taught over 10 periods a fortnight.
- 4.4** Design and Technology classes are never more than 24 in size.
- 4.5** Technicians may be left to work on a one-to-one basis with students as directed by teaching staff.

5. General Information

- 5.1** To share in the corporate responsibility for the wellbeing and discipline of the students attending the school.
- 5.2** To follow a mutually agreed programme of continuing professional development.
- 5.3** Any other duties as may be reasonably requested by the Headteacher, Head of Faculty (Technology), the Subject Leader for Design and to reflect the changing needs and circumstances as the school develops.