



Gartree High School

Design Technology Technician (Grade 5)

Job Description

Job Purpose

The post holder will work under the supervision of a teacher to provide support and learning and associated activities in accordance with policies and procedures. Primarily the role will involve supporting the department by preparing and resourcing materials and equipment to facilitate the learning environment both in and out of lessons. The post holder is accountable to the Head of Design and Technology and the Headteacher.

Key Tasks (this is not an exhaustive list)

- To manage the technician room.
- To support the Art and Design teachers in their practical lessons.
- To manage ordering of materials.
- To overview tool and machine maintenance by ensuring all Health and Safety documentation is current.
- To cut/print out pupil work, for example on the laser cutter, 3D printer, Canvas printer, Sublimation printer.
- To make sure machines are set up safety and correctly.
- To facilitate one to one support in lessons where appropriate (teacher guided).
- To inspect and test workshop machines and tools daily.
- To empty/clean filters.
- To support the premises team.
- To repair tools and equipment outside the department.
- To do a regular stationery check.
- To share responsibility in making sure the workshop is tidy at the end of each day.
- To manage jobs in the kiln.
- Managing laptop/digital camera distribution.
- To facilitate reprographic requests.
- To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents/carers/other professionals as appropriate.
- Any other task, commensurate with the post, as requested by your line manager, or Headteacher.

Special Factors:

Subject to the duration of the need, the special conditions given below apply:

The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.

This post is subject to an Enhanced DBS check.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.