

Role Title:	DT Technician
Location:	The Leys School
Responsible to:	Head of Design & Technology

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main purpose of the role

The role

- To support the efficient delivery of lessons in the Design Technology Department

Main duties and responsibilities:

Facility Housekeeping

- Organising the department tools and equipment, ensuring that equipment has a home and is replaced after lessons.
- Ensuring equipment checks are undertaken according to the schedule and equipment is therefore fit for pupil use.
- Taking initiative to organise tools and equipment efficiently, creating ‘shadow’ boards where necessary and working with teachers to determine the best way of storing tools and equipment.
- Undertaking equipment audit to fully establish what is held, evaluating relevance to the curriculum by discussion with teachers and advising the replacement/update of equipment, as necessary.
- Maintaining a ‘clean and tidy’ facility, clearing surfaces of debris and swarf and cleaning down machine tools.
- Maintaining a close eye on consumables stock levels and requesting replenishment when stocks are low.

Preparation for lessons

- Preparing materials and setting up equipment for lessons.
- Ensuring any set-up is taken down after the lesson and stored away as needed.
- Ensuring the workshop and technical labs are always kept clean and clear of waste materials.

Focusing on Health and Safety

- Ensuring that any Health and Safety concerns regarding equipment or tools are brought to the immediate attention of the Head of Department.
- To maintain the Department’s PPE by cleaning, inspecting and replacing where necessary.

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Deputy Head (Pastoral Care), Head/Bursar, or other senior member of SMT as appropriate.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.

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Signature:

Date:

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

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Person Specification	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Relevant qualifications to GCSE or equivalent standard. 	<ul style="list-style-type: none"> 'A' level or equivalent in a technical design discipline. 	<ul style="list-style-type: none"> Interview & Application form
Experience	<ul style="list-style-type: none"> Competence with literacy and numeracy as appropriate to the work. Interest in 2D/3D design and emerging technologies, such as 3D scanning, printing, smart materials and composites Workshop based appreciation of Health and Safety requirements. Experience of working in a team and supporting others 	<ul style="list-style-type: none"> Experience of working within an educational or similar environment Experience/willingness to learn use of computer-controlled laser cutter/CNC Router. Experience in the design and production of bespoke products. A willingness to develop skills in the following areas: Laser Cutting, CNC Routing, Centre Lathe, Milling, Sand Casting, Brazing, Forge work, Gas Welding, Mig Welding, spot Welding, Grinding Wheels, 3D Printers (Ultimaker), GRP and Carbon Composite layup, Electronic design and troubleshooting. A wide range of hand and Power tools Qualifications in First Aid Working knowledge of CAD (specifically Solidworks) 	<ul style="list-style-type: none"> Interview

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		<ul style="list-style-type: none"> • Familiarity with 3D printing, laser printing and CNC Routing 	
Skills	<ul style="list-style-type: none"> • IT literate with working knowledge of MS Office • Patient and approachable with young people and willing to support them in practical work. • Good communication skills • Self-motivated and ability to work with a 'can-do' attitude • Methodical and happy to work to routines • Highly organised with initiative to suggest more efficient ways of working 	<ul style="list-style-type: none"> • Ability to undertake physical work/ some heavy lifting • Problem solving 	