



Job Title	D&T Technician
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Salary	BFBC Grade J
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Aim and main purpose of the job

To work with teachers as part of a professional team to support by providing technical assistance through the preparation and day-to-day maintenance of teaching areas and equipment for pupils. The post would suit a retired engineer, machinist or tradesman, in particular somebody with graphics/ Product design experience and CAD/ CAM qualifications.

Main Duties and Responsibilities

All staff are expected to maintain high standards of ethics and behaviour, within and outside school by:

1. Set up resources/ materials/ equipment for lessons.
2. Support structured and practical activities for groups or a one-to-one basis.
3. Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use.
4. Safely and securely store allocated equipment and materials to prevent unauthorised access/ misuse.
5. Clean and undertake maintenance of equipment as needed and as directed to ensure that it is clean and in good working order.
6. Secure and work with hazardous materials.
7. Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.
8. Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to the line manager.
9. Undertake record keeping, as directed.
10. Provide clerical and administrative support as directed.
11. Comply with school policies and procedures including those relating to child protection, health, safety, equality, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
12. Undertake any other similar duties as required by the Headteacher.

Details of Line Management

The post holder is line managed by the Design & Technology Head of Department.

Notes:

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job.