

## **Job Description**

**Post Title: Engineering / Design Technology Technician**

**Part time – 3 days a week**

## **Main Purpose of Post**

To support teaching and learning within the Engineering department. This will include preparing materials and maintaining three technology workshops, a technician/sixth form room and an ICT suite. These areas must be set up for safe and accurate practice at all times. The post holder is expected to use their skills and knowledge to support both teachers and students.

## **Principal Responsibility Areas**

- To work willingly and to respond effectively to the needs of the Engineering department, adopting a “can do” attitude at all times.
- To be flexible in your working practices, ensuring that the needs of the students and department colleagues remain your first priority at all times.
- Provide support and assistance to staff and pupils in the delivery of the curriculum, both during lessons and at other times in and after the school day.
- Maintenance of workshop machines, tools and equipment. This will include cleaning, tidying, oiling, sharpening and minor repair.
- Preparation of materials for all Engineering classes.
- Prepare all teaching areas for practical classes. Ensuring materials and resources are available for the start of each lesson. At the end of each lesson all teaching areas need to be checked to ensure no materials or equipment are left on the benches and student work is stored safely.
- Keep up to date and accurate records for Health and Safety Audit in line with department policy.

## **General Duties**

- Carry out weekly Health and Safety checks on all equipment and machinery and report directly to the Head of Department.
- Maintain and carry out weekly maintenance of all CAD CAM equipment.
- Work with sixth form students on their practical projects during their non contact time.
- Set up machines and equipment to carry out repetitive jobs including CAD CAM.
- Undertake First Aid duties as part of the Academy First Aid rota.
- Stock taking of materials, tools, parts and components.
- Assist the Head of Department with the processing and collection of orders.
- Disposal and reclamation of materials.
- Photocopying and laminating.
- Participate in training and performance development as required.
- Support the Engineering curriculum through development of new products/manufacturing methods and trial of prototypes.
- To provide the facilities team with support and assistance in the PAT testing procedures by ensuring the equipment is available.
- General caretaking duties.
- Perform other duties which correspond to the general character of the post and are commensurate with its level of responsibility.
- Undertake any other duties as reasonably required by the Head of Department and/or the Principal.