



# Design Technology Technician

## Job Purpose

To support the Head of Department and teaching staff with the preparation of resources, operation and maintenance of workshop machinery/tools, lesson support and administration.

## Hours

Part-time, 22.5 hours per week, term-time only plus up to three Saturdays or equivalent per year if required and all Staff INSET days.

## Report to

Head of Design Technology

## Department

Design Technology

## Key Responsibilities & Accountabilities

### Health & Safety

- Observe strict Health & Safety guidelines and keep knowledge of this area up to date. This will include:
- Reviewing risk assessments;
- Updating the COSHH register;
- Carrying out safety checks on machinery, maintaining machinery and keeping records;
- Carrying out LEV checks, maintaining LEV and keeping records.

### Pupil Support

- Assist individual or small groups of pupils in completion of practical tasks with prior arrangement of the class teacher.
- Assist pupils in the procurement of materials or components for their practical work.
- Assist pupils individually or in small groups using equipment requiring close supervision, such as brazing hearth, lathe, welding etc. Training will be required for this to be delivered safely.

### Department Development

- To help in the planning and production of storage systems for use within the department.
- To help in the planning and production of project work for use by pupils.
- To help in the planning and production of teaching aids for use within the department.
- To help with the clearance of redundant equipment or pupil work to provide the best use of department space.
- To share knowledge and good practice among staff and pupils.

### Day to day running

- To prepare materials and equipment for use by pupils and staff.
- To order materials and equipment as requested by staff
- To monitor stock levels of 'staple' materials and consumables and re-order as appropriate.
- To maintain accurate records of ordering and capitation status.
- To maintain tools and equipment in good working order ensuring that they comply with current health and safety regulations.
- To organise photocopying of work through the reprographics department and laminate work at the request of staff.
- To prepare and maintain displays of pupil work.
- To check extractors and filters on machinery regularly and clean or replace when necessary, ensuring records are kept and updated. Training will be provided for this to be carried out effectively.

[Apply now →](#)



- To repair (where possible) tools and equipment which have been damaged.
- To check rooms at the end of each day to ensure good order is maintained. This should include shutting windows, putting away tools and equipment and checking that equipment is clean, as needed.

## Other

- Attending department meetings when necessary.
- To liaise with maintenance staff when necessary to maintain the good order of the department.
- To be available for events involving the department outside of the normal school day as is considered reasonable by the Head of Department.

## Personal Specification

- A strong knowledge of Design & Technology and a genuine interest in the use and maintenance of workshop equipment.
- Knowledge of CAD / CAM systems, or qualifications in the safe operation of workshop equipment.
- DATA (Design And Technology Association) Health and safety training would be an advantage.
- Good time management skills and an ability to work to tight deadlines.
- Good organisational and planning skills, and be able to follow instructions.
- The ability to communicate well and liaise with all levels of staff and pupils.
- Versatility, a friendly demeanour and the ability to act on their own initiative.
- Integrity, confidentiality and patience.
- The successful candidate will be someone who understands the value of a good humoured and ethical approach to working with others, knowing that the culture we embody is the one we create.

## Safeguarding

In essence, Operational staff are the “eyes and ears” of the school and play a crucial role in early detection and should ensure that concerns are passed on to the appropriate person immediately.

### Awareness and Vigilance:

- Being aware of and alert to signs and indicators of abuse, neglect, or other safeguarding concerns.
- Understanding that children may disclose concerns to any trusted adult, not just teachers.
- Remaining vigilant in all areas of the school, including corridors, playgrounds, and communal areas.

### Reporting Concerns:

- Knowing the school's safeguarding policies and procedures for reporting concerns.
- Understanding the importance of reporting any concerns, no matter how small, to the designated safeguarding lead (DSL) or another appropriate person.
- Recognising that we all have a part to play in safeguarding children.

### Creating a Safe Environment:

- Contributing to a positive and supportive school environment where children feel safe and listened to.
- Maintaining professional boundaries with students at all times.

**To find out more about this role please contact [recruitment@brentwood.essex.sch.uk](mailto:recruitment@brentwood.essex.sch.uk) who will put you in touch with the Head of Department, Laura Hall**

**Apply now →**