



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

8am – 4.15pm Mondays and Tuesdays (including 45 minute lunch unpaid)

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/writing risk assessments;
- Co-ordinating and updating the COSHH register;
- Co-Ordinating and carrying out safety checks on machinery, maintaining machinery and keeping records;
- Co-Ordinate and liaise with external contractors for servicing, inspection and repair of machinery and equipment, ensuring compliance records are maintained. Namely for LEV testing and machine servicing

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 take the lead role in the organisation and running of the prep room and associated tasks.
- To train new technicians who join the department in the machinery processes and systems used.
- To lead on in-department projects and installs
- To work collaboratively with teaching staff in the development and implementation of practical projects, schemes of learning and new curriculum initiatives.
- To co-ordinate the planning and production of storage systems for use within the department.
- To co-ordinate the planning and production of project work for use by pupils.
- To lead with the planning and production of teaching aids for use within the department.
- To co-ordinate 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 provide day-to-day supervision, support and guidance to Design Technology technicians within the department
- To co-ordinate and prepare materials and equipment for use by pupils and staff.
- To order materials and equipment as requested by staff
- To monitor and audit stock levels of 'staple' materials and consumables and re-order as appropriate.
- To advise and assist with budget submissions, monitor expenditure against the allocated budget, process invoices, and to keep records of purchases made, ensuring all school policies on spend/budget procedures are being followed.
- To monitor and maintain accurate records of ordering and capitation status.

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- To monitor and 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 monitor and undertake the preparation and maintenance of displays within the department.
- To monitor and undertake the checking of extractors and filters on machinery regularly and clean or replace when necessary, ensuring accurate records are kept and updated. Training will be provided for this to be carried out effectively.
- To repair (where possible) and maintain 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

- To attend and contribute to department meetings when necessary.
- To co-ordinate and 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.
- A strong knowledge of engineering processes – welding, turning, milling, annealing, brazing.
- A strong knowledge of wood machining processes – sawing, abrading, joining, finishing.
- A good 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, who will put you in touch with the Head of Department, Laura Hall

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