



HATTON ACADEMIES TRUST JOB DESCRIPTION

Job Title:	Design Technology Technician
Post Holder:	
Line Manager:	Head of Art & Design Technology
Current Pay scale:	NJC Scale Point 5 to 8
Hours / Weeks:	37 Hours per week 39 weeks per year (38 term time weeks plus 5 days)

Job Purpose

- To contribute to the effectiveness of curriculum delivery in Art and Design Technology by ensuring that specified required materials are available and that rooms and equipment are maintained in good order.
- To maintain an overview of Health and Safety within the Art and Design Technology departments.
- To work collaboratively with other technicians to ensure support is provided in times of heavy workload and cover is provided in the event of absence.

Support to the Resistant Materials Department

- Maintenance of tools, equipment and stock to include the machine room, technician workshop, C3, C5, C6 C7, C8 and the long store. Conduct Health and Safety checks in workshops on a daily basis.
- To follow, use and update the technician jobs spreadsheet and communicate clearly with staff on job completion rates.
- Maintenance of extraction equipment, emptying and cleaning bags. Organise servicing of extraction by external agencies.
- Attend regular refresher courses on maintenance of band saws, planer and circular saw to meet Health and Safety regulations and requirement.
- Monitor inventory, update and communicate changes.
- Preparation and despatch of tools and equipment for servicing. Coordinate yearly service of larger machines through a suitable external agency.
- Liaise and work with staff and students on projects, supporting the development of work and ordering and preparation of materials for practical lessons.
- Delivery and control of keys of laptops and pupil folders to classes as required.

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

- Monitor stock levels of consumable items and advise teachers accordingly.
- Preparation of teaching aids and displays, including specialist displays for A level work.

General

- Deal with first aid incidents as a qualified first aider.
- Assist with the mounting of work and displays in corridors and teaching areas.
- To undertake filing, collating and photocopying as required.
- Responsibility for safeguarding and promoting the welfare of children at the academy.
- The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the academy's commitment to promoting equal opportunities and tackling discrimination
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- To carry out other relevant duties as may be reasonably requested by the Head of Art & DT Principal / Vice Principal commensurate with the pay and grade of the post.

Signed by Post holder _____

Date _____

Signed on behalf of the Academy _____

Date _____