

## **Design and Technology Technician**

### **Job Title**

Design and Technology Technician

### **Department**

Design and Technology Faculty

### **Reports To**

Head of Design and Technology / Curriculum Leader for Design and Technology

### **Purpose of the Role**

To provide technical, practical and administrative support to the Design and Technology Department, ensuring that teaching staff and students have access to safe, well-maintained equipment, materials and learning environments. The postholder will support learning across specialist areas including Resistant Materials, Product Design, Engineering, Graphics, CAD/CAM, Electronics, and other technology disciplines offered by the school.

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## **Key Roles and Responsibilities**

### **1. Workshop and Learning Environment Management**

#### **Daily Responsibilities**

- Open, prepare and secure workshops, classrooms and preparation areas.
- Ensure all teaching spaces are clean, organised and ready for lessons.
- Prepare tools, machinery, equipment and materials required for lessons.
- Check that machinery and equipment are safe and operational before use.
- Maintain safe storage of tools, materials, chemicals and consumables.
- Ensure emergency equipment and safety signage are present and accessible.
- Support teachers during practical lessons where required.
- Supervise small groups of students during practical activities under teacher direction.
- Manage waste materials and recycling in accordance with school procedures.

#### **Weekly Responsibilities**

- Deep clean workshops and preparation areas.
- Audit tools and equipment for damage, loss or replacement needs.
- Check stock levels of materials and consumables.
- Organise storage systems and maintain inventory records.
- Conduct routine maintenance of workshop equipment.

## **Annual Responsibilities**

- Assist with workshop refurbishment and reorganisation.
  - Review workshop layouts and storage systems.
  - Support departmental development projects and curriculum changes.
  - Participate in departmental planning for the next academic year.
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## **2. Health and Safety Management**

### **Daily Responsibilities**

- Monitor safe use of machinery, tools and equipment.
- Ensure compliance with health and safety regulations.
- Report hazards, accidents, near misses and equipment faults.
- Check safety equipment including guards, extraction systems and PPE.
- Ensure COSHH requirements are followed where applicable.

### **Weekly Responsibilities**

- Inspect machinery and equipment.
- Test and record safety checks.
- Review risk assessments and report any concerns.
- Monitor condition of first aid equipment and fire safety equipment.

### **Annual Responsibilities**

- Support annual health and safety audits.
  - Assist with machinery servicing and certification.
  - Update risk assessments and safe working procedures.
  - Ensure compliance with guidance from CLEAPSS and school policies.
  - Contribute to departmental health and safety reviews.
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## **3. Technical Support for Teaching and Learning**

### **Daily Responsibilities**

- Prepare materials and resources for practical lessons.
- Produce demonstration models, prototypes and teaching aids.
- Set up and dismantle lesson activities.
- Support practical demonstrations where requested.

- Assist students with safe use of equipment under teacher supervision.
- Operate specialist equipment to produce learning resources.

#### **Weekly Responsibilities**

- Meet with teaching staff to discuss forthcoming practical activities.
- Prepare resources for project work and assessments.
- Assist in organising displays of student work.

#### **Annual Responsibilities**

- Support GCSE coursework projects.
  - Assist with moderation, exhibitions and open evenings.
  - Support curriculum enrichment activities and competitions.
  - Help prepare materials for the following academic year.
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### **4. Equipment Maintenance and Technical Operations**

#### **Daily Responsibilities**

- Carry out minor repairs to tools and equipment.
- Maintain workshop machinery and hand tools.
- Ensure extraction and dust collection systems are functioning correctly.
- Maintain computer-controlled equipment.

#### **Weekly Responsibilities**

- Inspect machinery for wear and defects.
- Service workshop equipment within competence limits.
- Calibrate equipment where required.

#### **Annual Responsibilities**

- Coordinate servicing and maintenance by external contractors.
  - Assist with asset management and replacement planning.
  - Maintain equipment records and service documentation.
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### **5. CAD/CAM and Digital Technologies Support**

#### **Daily Responsibilities**

- Operate and maintain CAD/CAM equipment.
- Troubleshoot technical issues with specialist equipment.

### **Weekly Responsibilities**

- Update software and machine settings where authorised.
- Maintain digital project files and backups.

### **Annual Responsibilities**

- Support introduction of new technologies and equipment.
  - Assist with training staff on new systems.
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## **6. Stock Control and Purchasing**

### **Daily Responsibilities**

- Issue materials and consumables for lessons.
- Monitor material usage and wastage.

### **Weekly Responsibilities**

- Check stock levels.
- Maintain inventory databases.
- Prepare orders for approval.

### **Annual Responsibilities**

- Conduct full stock audits.
  - Assist with departmental budget planning.
  - Research suppliers and obtain quotations.
  - Support procurement of new equipment and materials.
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## **7. Administrative Support**

### **Daily Responsibilities**

- Maintain maintenance and safety records.
- Record equipment faults and repairs.
- Respond to departmental requests.

### **Weekly Responsibilities**

- Update inventories and ordering systems.
- Maintain records of machinery inspections.

### **Annual Responsibilities**

- Assist with departmental reports.

- Prepare documentation for audits and inspections.
  - Support examination and coursework administration.
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## **8. Administrative Support**

Art, photography and textiles

Photography to ensure they are charged and that SD cards and images are uploaded or deleted.  
Managing rotation of those who use cameras within the department.

Stock taking and ordering for photography/ graphics and fine art.

Ensuring the 5 storage areas are maintained and kept tidy.

Setting up the art classrooms for staff that have lessons in other rooms so that they can start teaching straight away.

Art assessment folders are all completed for use, labelled and placed in A3 folders

Displays throughout the department.

Managing assessment booklets and boxes for DT rotation.

Managing cover booklets and resources for art subjects. Keep these up to date and ensure they are printed ready for use if needed.

Deep clean art resources weekly and check for damage and repairs.

Ensure art equipment boxes that are used daily have the correct resources in them.

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## **Essential Qualifications**

- Relevant technical qualification in Design Technology, Engineering, Manufacturing, Construction, Product Design or related field.
- Evidence of health and safety awareness within workshop environments.

## **Desirable Qualifications**

- CLEAPSS training.
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## **Essential Knowledge and Experience**

- Experience working in a workshop, engineering, manufacturing or educational environment.
- Experience using a range of hand and power tools.
- Experience maintaining machinery and equipment.
- Understanding of workshop health and safety requirements.
- Knowledge of risk assessment processes.

- Experience managing stock and materials.
  - Experience supporting practical projects.
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### **Desirable Knowledge and Experience**

- Experience working in a secondary school.
  - Experience supporting GCSE Design and Technology.
  - Experience with laser cutters and 3D printers.
  - Experience maintaining extraction systems and workshop machinery.
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### **Essential Skills**

#### **Technical Skills**

- Competent use of workshop machinery and tools.
- Ability to manufacture prototypes and models.
- Ability to carry out minor repairs and maintenance.
- CAD/CAM operation and troubleshooting.
- Material preparation.

#### **Organisational Skills**

- Excellent planning and preparation skills.
- Effective stock control and inventory management.
- Ability to prioritise workload and meet deadlines.
- Accurate record keeping.

#### **Communication Skills**

- Ability to work effectively with teachers, students and contractors.
- Ability to explain technical processes clearly.
- Strong teamwork and collaboration skills.

#### **Health and Safety Skills**

- Strong understanding of safe workshop practice.
  - Ability to identify and manage risks.
  - Commitment to safeguarding and student welfare.
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### **Personal Qualities**

- Reliable and dependable.
- Proactive and self-motivated.
- Flexible and adaptable.
- Calm under pressure.
- Methodical and organised.
- Professional and approachable.
- Committed to continuous professional development.
- Enthusiastic about supporting high-quality teaching and learning.

### **Safeguarding**

*Our school is fully committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, and visitors to share this commitment and adhere to our safeguarding policies and procedures. All appointments are subject to rigorous safer recruitment checks in line with statutory guidance, including **Keeping Children Safe in Education** and the school's own safeguarding policy.*

*Successful candidates will be required to:*

- *Undergo an enhanced Disclosure and Barring Service (DBS) check, including barred list information.*
- *Provide satisfactory references, including verification of employment history and explanation of any gaps.*
- *Demonstrate eligibility to work in the UK and provide original documentation for identity and qualifications.*
- *Participate in safeguarding induction and ongoing training to maintain awareness of child protection responsibilities.*

*We are an equal opportunities employer and welcome applications from all sections of the community. Our recruitment processes are designed to ensure that all staff are suitable to work with children and uphold the highest standards of professional conduct and integrity.*