



Job Description

Staploe Education Trust and its schools are committed to safeguarding and promoting the welfare of children and young people, and expects all adults working within our Trust to share this commitment

Job Title:	Design and Technology Technician
Line Manager:	Head of Design Technology
Location:	Soham Village College
Salary:	Scale 3
Hours of work:	37 hours per week, Monday – Thursday 8.30am – 4.30pm Friday 8.30am – 4.00pm with a 30 minute unpaid break. Term time only.

Job Purpose:

To provide technical support to the Design & Technology Faculty in preparing and machining materials, maintenance of machines and general workshop duties.

Main duties and responsibilities:

- The post holder will be required to demonstrate a continual positive commitment to the Trust's policies, including those relating to safeguarding children, health & safety and equal opportunities. You will be committed to safeguarding and promoting the welfare of young people, a responsibility we expect all our staff to share
- To help maintain the machine room, workshops and Portacabin in an effective, safe and orderly condition. This will include:
 - Preparing and storing of materials and specialist equipment
 - Ensuring that stock and specialist equipment used within the designated areas is accounted for and unused stock is returned to store
 - Carrying out first line servicing of machines and equipment to ensure safety and reliability (this will include; cleaning, oiling, sharpening, replacement and setting of wood machine blades, removing dust, and minor repairs)
 - Arranging specialist repairs and maintenance by external contractors when required
- To empty and complete logs for all extraction systems every week, modifying facilities and equipment in line with current Health & Safety regulations
- To be responsible for ordering and replacing parts for hand tools, machine tools and extraction systems
- To be responsible for control and storage of all chemicals, flammables, and specialised solutions, ensuring that current Health & Safety and COSHH regulations are adhered to



- To maintain all necessary safety signs adjacent to machinery and maintain a record of all equipment checks
- To carry out administrative duties such as photocopying, keeping inventories up to date, preparation of learning support materials, ordering equipment and supplies, and checking deliveries
- To provide assistance during practical demonstrations, including setting up, tidying away, and the production of teaching aids
- Provide additional support to students during practical lessons on a one-to-one basis when appropriate
- To complete four-weekly schedule of tasks, including: equipment maintenance; inventory checks
- Involvement with management of department budget
- Contribution to development of facilities and the department in general
- Co-ordinate with the Facilities Manager to ensure electrical and gas supplies are maintained in accordance with relevant regulations
- Other duties and responsibilities, express and implied, which arise from the nature and character of the role and are commensurate with the grade of the post which are related to the safe and effective running of the Design and Technology department
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- This job description is not necessarily a comprehensive definition of the post

The job description will be reviewed after one term and then annually.