Responsibilities

The person appointed will be able to demonstrate proven high level practical skills in working with a range of materials and processes associated with wood, plastic and metal. They will be required to assist teaching staff in the delivery of practical, workshop based lessons by giving assistance to pupils/students as required. They will also be asked to develop appropriate teaching resources by manufacturing jigs and teaching aids as appropriate. They will have to demonstrate the safe working use of a range of tools, equipment and machinery to pupils/students and aid the development of pupils/students practical skills and confidence through their project work, especially at A Level.

- Liaise with teaching staff and technicians to identify technical support needs generated by the curriculum.
- Ensure that appropriate stock level of apparatus and tools are maintained. Maintain stock books., including carrying out or arranging stock checks.
- Place and progress orders, ensuring spending is in line with departmental policy.
- Identify equipment needs in consultation with teaching and technician staff to participate in the selection of new equipment.
- Organise and store equipment, apparatus, tools and materials in accordance with the regulations where appropriate.
- Participate in the development of the Design and Technology department's technical and practical facilities to meet teaching/learning needs.
- Organise the maintenance and repair of departmental apparatus and equipment and have overall responsibility for maintenance records.
- Ensure the maintenance of room services and facilities, liaising with the Curriculum Leader for technical services as appropriate.
- Prepare equipment, tools and materials and set up equipment for use in practical classes. Set up and, on occasion, carry out demonstrations. o
- Maintain, retrieve and clean away equipment/tools etc after use.
- Give technical advice to teachers and pupils assisting in practical classes as appropriate. Support staff in the use of ICT, including CAD/CAM 3D printing and laser cutting.
- Maintain displays in the department as requested by specialist teachers.
- Contribute to the development of the department's practical work.
- Ensure that excellent standards of safety and security are maintained in relation to the department's technical service.
- Undertake appropriate technical duties as requested by the Curriculum Leader of Design and Technology including assistance with whole-school initiatives.
- Keep up to date with undertaking relevant H&S qualifications/training and willingness to complete a first aid training qualification.
- Contribute to the wider school community through involvement in clubs at lunchtime

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Person specification
Essential

- Good team working skills.
- Excellent practical experience and skills when using engineering, electrical, joinery and computer controlled equipment.
- A minimum of 3 GCSE's or equivalent, including English Language and mathematics.
- Good communication skills.
- Experience in dealing with third parties including outside contractors and suppliers.
- A command of a range of basic software packages including; Word and Excel and be familiar with using e mail and sourcing materials, resources and services using the internet.
- An interest and passion for design and Design Technology craftsmanship.
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Desirable

- Experience of working within a school environment.
- A working knowledge of Health and Safety regulations and safe workshop working practices.
- Experience of CAD and CAM software and hardware.