



George Heriot's School

Founded 1628

Job Description

Job Title: Design and Technology Technician

Responsible to: The Principal Teacher

Hours: 37 hours per week – Term Time Only

Summary:

The D&T technician plays a key role providing support for the delivery of the Design and Technology curriculum. The D&T Technician will take responsibility for the management and organisation of resources and maintenance of machinery and tools which is fundamental to the successful operation of the department.

Duties and Responsibilities:

Reporting to the Principal Teacher of Design & Technology, the Design & Technology Technician's key responsibilities include but are not limited to:

Teaching Support:

- Coordinate the use of resources and materials, help and support in practical classes.
- Assist in practical classes & carry out demonstrations for teaching staff and pupils/students, including overseeing the safety of pupils and safe practice of machines and equipment during practical activities as required by the teacher.
- Coordinate the use of resources and materials and provide help in setting up and dismantling activities for other classes in the department, which may include Engineering Science, Graphic Communication and Jewellery classes.
- Contribute to the design and development of pupil/student projects and resources that assist in the delivering of lessons in the department.
- Support certificate level pupils as directed by the teacher, with practical assignments.

Resource Management:

- Prepare resources, equipment and materials in advance of lessons, including ordering resources and materials, preparing materials for use and ensuring equipment and machinery is operational and well-maintained.

- Ensure that both routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment is carried out to the required standard.
- Organise, store and check the condition of materials and equipment.
- Check stock, order and keep stock records and maintaining resources.
- To keep stock rooms, tidy and in good order.
- Purchase materials from suppliers, receive deliveries, store materials and liaise with the Finance Department to arrange invoicing and payment.

Management of Facilities:

- Carry out routine maintenance and servicing of machines and equipment to ensure safety and reliability. This will include cleaning, oiling, sharpening, removing dust and minor repairs.
- Actively contribute to the assessment, monitoring and review of health and safety procedures.
- Keep up to date with current procedures and practices through continuing professional development.
- Safe treatment and disposal of used materials and responding to actual or potential hazards; the healthy and safe storage and accessibility of equipment and materials.
- Maintain general order and tidiness of workshop areas and equipment.
- Ensure all machinery and tool cupboards are secured and locked at the end of each day.
- Routine emptying of dust extraction unit.
- Maintain necessary safety signs and record equipment checks.
- Keep an electronic maintenance schedule and record of machine/equipment maintenance.
- Liaise with Estates team regarding repairs and annual servicing.

Essential:

- A minimum of HND level qualification in a technical/practical subject (ideally subject specific) or recent applied practical experience in a similar role.
- Excellent communication and interpersonal skills.
- Works well as part of a team but is also able to work unsupervised and using own initiative.
- Practise and model excellent Health & Safety standards.
- Good planning and organisation skills, with excellent attention to detail.
- Ability to work flexibly to support others and respond to unplanned situations.
- Ability to work under pressure, prioritise, multi-task and work to strict timelines.
- Experience with woodwork machinery, e.g. wood lathe, mortice machine, pillar drill, belt sander, bobbin sander, router, band saw, and fret saw.
- Experience with metalwork machinery, e.g. metalwork lathe, spot welder, forge.

Desirable:

- Experience in using 3D printers and laser cutters.
- Practical qualification e.g. SSERCS Safe use of fixed woodwork machinery.

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.