

Job Description



Job Title:

Technician Technology

Department:

Design, Technology and Engineering

Line Manager:

Head of Design, Technology and Engineering Department

Job Purpose:

To support the Design, Technology and Engineering Department in the provision of a first class service to pupils and teachers alike, ensuring that the workshop and classrooms are run smoothly and effectively and that materials, equipment and apparatus is operational, available and well maintained, and working at all times with Health and Safety in mind.

Main Responsibilities:

1

Teaching Support Responsibilities:

Coordinate the use of resources and materials and provide assistance and support in practical classes across Design and Manufacture classes, S1 and S2 classes and Core S3-S6 classes.

Assisting in practical classes & carrying out demonstrations for teaching staff and pupils/students, including overseeing the safety of pupils and safe practice of machines and equipment during practical activities.

Coordinate the use of resources and materials and provide help in setting up and dismantling activities for other classes in the department, which includes Engineering Science classes and Graphic classes.

Contribute to the design and development of pupil/student projects and resources that assist in the delivering of lessons in the department.

40%

2	<p>Resources Responsibilities:</p> <p>Preparing resources and assembling 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.</p> <p>Ensure that both routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment are carried out to the required standard.</p> <p>Organising, storing and checking the condition of materials and equipment.</p> <p>Obtaining materials from suppliers, receiving deliveries, storing materials and liaising with the Accounts Department to arrange invoicing and payment.</p> <p>Checking stock, ordering, keeping stock records and maintaining resources.</p>	20%
3	<p>Facilities Support:</p> <p>Ensuring the maintenance of a healthy and safe working environment through: servicing and maintenance of machines, actively contributing to the assessment, monitoring and review of health and safety procedures; keeping up to date with current procedures and practices through continuing professional development.</p> <p>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.</p> <p>Helping maintain general order of workshop areas and equipment.</p>	20%
4	<p>Supporting Colleagues across the College</p> <p>Supporting additional requests required by the staff of D,T and E Department AND other colleagues across the Junior and Senior school including Senior School, Junior School and relevant Operational teams such as Facilities Management - on an ad-hoc basis on a wide variety of different types of tasks. Ordering equipment for the department and staff to facilitate learning and teaching of our subjects.</p>	20%

Key Contacts and Working Relationships:

- Liaising with colleagues in the department on live tasks and job requests.
- Working with pupils to clarify materials requested (cutting lists) and resource and task requests to support project work.
- Liaising with colleagues outwith the department on tasks and job requests.
- Liaising with suppliers of ordered/delivered goods and services, contractors and couriers
- Liaising as one of the first points of contact with external visitors and contractors that are working within the building.

Planning and Organising:

There is a mixture of:

- Reactive support requirements to immediate requests from Staff and pupils and these are very difficult to forward plan as they are responded to and dealing immediately with a wide variety of requests for assistance.
- Daily, Weekly, Termly and Yearly tasks which allow forward planning and the tasks to be organised in advance.

The D,T and E Technician will be required to plan their own daily and weekly workload, taking account of the need to complete scheduled expected tasks, additional tasks requested on an Ad-hoc basis and some of the reactive requests which are received on a daily basis by the D,T and E Technician.

The D,T and E Technician will contribute to the overall planning and organisation associated with effective and busy D,T and E department supporting a wide variety of activities.

Problem Solving and Decision Making:

Due to the nature of the job requests and tasks for a D,T and E Technician (a wide range of tasks that does not always have an obvious outcome) - the role requires a huge amount of problem solving and independent decision making. The D,T and E technician is required to design solutions to a range of problems trying to fit it with the resources and equipment available within the department. The D,T and E technician might sometimes be required to respond to general queries and requests for help/support which require them to make quick, well-informed decisions, or they might be working on a longer term and more complicated task which requires some problem solving and decision making and then possibly consultation with other colleagues to develop a piece of work.

Resources and Requirements:

- Responsible for ordering, storing and processing of all Plastic, Metal and Wood materials required for student projects
- Responsible for “kitting up” all of the S1 and S2 Design and Technology projects (approx several different projects for 480 pupils)
- Responsible for “kitting up” all of the S3 and S4 Design and Manufacture Projects (all materials required for approx 100 pupils)
- Responsible for “kitting up” any of the requirements for S3-S6 Core projects
- Responsible for ordering, storing and processing requirements for S3-S6 Engineering Science and Graphic Communication courses
- Supporting role in preparing STEM materials and resources for Primary school
- Responsible for the effective operation and maintenance of Machinery and equipment within the department.

Knowledge, Skills and Experience:

Essential:

A minimum of HND level qualification in a technical subject (ideally subject specific) or recent applied practical experience in a similar role

Excellent communication and interpersonal skill

Works well as part of a team, but is also able to work unsupervised and using own initiative

Good planning and organisation skills, coupled with excellent attention to detail

Analytical approach to problem solving

Works well under pressure

Numeracy

Computer literate, with experience in using word processors, email, spreadsheets and CAD software

Experience in using 3D printers and laser cutters and associated software

Experience with wood working machinery, e.g. wood lathe, morticer, pillar drill, belt sander, bobbin sander, router, band saw and fret saw

Experience with metal working machinery, e.g. metalwork lathe, spot welder, MIG welder, forge

Desirable:

Experience of working within an educational environment

Experience of working with children

Practical qualifications eg. Safe use of fixed woodwork machinery