## Design & Technology Technician
### Job Description

**Core purpose**
To provide assistance and information as required in the preparation of resources for practical lessons that meets both the health and safety standards and the requirements of the classes involved.

To ensure a healthy and safe work environment through the routine maintenance of machinery and equipment.

### Specific responsibilities
- To prepare and store away equipment and materials for Design & Technology lessons in the Academy.
- To maintain Design & Technology equipment as required, liaising with external companies if necessary.
- To ensure the safe storage of tools and other hazards in accordance with the Authority’s safety procedure and established Academy procedures.
- To take receipt of and to maintain records and stock control of equipment and materials.
- To be responsible for health and safety, and orderly storage/access within Design & Technology classrooms, store rooms and the preparation room.
- To carry out the safe disposal of used materials as required.
- To order equipment and materials as directed.
- To maintain an up-to-date knowledge of the Design & Technology curriculum and developments in the use of resources in the teaching of the subject.
- To use CAD/CAM equipment to produce class’ work, as requested by the class teachers.

### Generic Responsibilities
- To undertake any reasonable duties as requested by the individual’s Line Manager.
- A positive attitude and commitment to producing excellent customer service (internal and external).
- A positive attitude and commitment to continuous improvement.
- A positive commitment to team working and participation.
- Excellent communication skills.

**Responsible to:** Curriculum Leader for Design & Technology