DT Engineering Technician - Job Description

Reports to: Learning Leader of Engineering, Design and Technology

Start date: ASAP

Pay Scale: L05 Pro Rata

Time: 35 Hrs Per Week, Term Time only Annual Leave to be taken in School Holidays

Overview

We are looking for a DT engineering technician to be a key part of the EDT department. They will take responsibility for the technical support in all areas of the EDT department by the preparation of tools, equipment and materials for lessons, to undertake a practical health and safety role for the department and to service machinery within the department.

You will have a unique opportunity to work with a forward thinking and innovative department:

- Support a thriving Engineering Design Technology department
- Work alongside a passionate and dedicated team who place a high priority on your continuing professional development.
- Be part of a new look engineering and design department which will allow you to develop and grow in pace with it.

We are looking for a talented, passionate experienced and enthusiastic professional to take the role of DT technician for the school and to be an active member of the EDT department.

As an engineering technician you will have the following:

- Experience in one or more engineering or design field
- Ideally, experience of working in an educational context, preferably a school
- A high level of drive and motivation
- Excellent organisational and inter-personal skills.

Main responsibilities:

1. Monitoring and servicing of all machinery in the workshops (pillar drills, band saws, band facer, circular saw, disc sander, vacuum former, laser cutter, line bender, convection oven, etc.) This included changing blades or papers where required.
2. To draw up and maintain an inventory of equipment for the EDT department and organise store rooms and store cupboards.
3. To maintain EDT department resources and keep a record of stocks. Maintenance of materials and hand tools to be done on a regular basis
4. As the department grows, assist in the introduction of new equipment into the workshops and kitchen.
5. Preparing materials, such as cutting wood/ plastic to size, for student use.
6. On occasions preparing ingredients for food lessons as directed by the food teachers

7. Monitoring of all equipment in the kitchen including the hobs and ovens.
8. To prepare materials for DT lessons, as requested by each member of department.
9. Printing, scanning, photocopying and laminating and mounting pupil's work.
10. Creation of lesson resources for practical lessons such as jigs and formers.
11. To carry out daily tasks as directed by the Learning Leader and department teachers.
12. To ensure all tools and equipment are stored securely after use.
13. To ensure all pupils' work and unused material is returned to the appropriate storage area.
14. To assist in preparing classroom and corridor displays.
15. To inform (and if required arrange) for the regular safety inspections of all machinery and equipment.
16. Assist in completion of Risk Assessments and the implementation of the EDT H&S policy. Keep records of all risk assessments and certificates up to date.
17. To ensure the DT rooms are kept secure, clean, tidy and free from all hazards, and to report any building maintenance issues on behalf of the department.
18. To ensure departmental first aid boxes are kept up-to-date and stocked.
19. To carry out other tasks reasonably requested by the Learning Leader of EDT, in accordance with the post holder's skills and qualifications.

This post is subject to an enhanced DBS disclosure.

The post holder must be committed to safeguarding the welfare of children.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Headteacher. In addition, candidates should understand their role may broaden and that all roles will be reviewed annually to ensure the Engineering Design and Technology team is working as efficiently as possible.