



# WADDESDON

## CHURCH OF ENGLAND SCHOOL

### TECHNOLOGY WORKSHOP TECHNICIAN

#### JOB DESCRIPTION

<b>Reporting to:</b>	Subject Leader of Design and Technology
<b>Role Objectives:</b>	<p>To assist teaching staff in providing students with a relevant and effective Design and Technology experience and have a positive working relationship with staff to ensure high levels of achievement.</p> <ul style="list-style-type: none"> <li>• To support all D&amp;T teachers in the effective preparation in the delivery of lessons.</li> <li>• To assist staff and students during practical lessons.</li> <li>• To use the tools and equipment in the Department safely and with confidence.</li> <li>• To maintain and service the tools in the Technology Department.</li> </ul>
<b>Prescribed Duties:</b>	<ul style="list-style-type: none"> <li>• To prepare materials daily and set up the workshop as required by department teachers prior to lessons.</li> <li>• To work closely with the department staff in the preparation of materials for pupil projects, e.g. working from cutting lists and be ready to provide guidance as appropriate.</li> <li>• To assist staff and pupils during practical lessons as agreed with the teacher.</li> <li>• To assist with the Annual Technology Exhibition.</li> <li>• To assist teaching staff in promoting and raising the profile of D&amp;T within and outside School.</li> <li>• To work as part of a team within the Design and Technology Department, assisting each other as and when required.</li> <li>• To stock take and prepare orders for the workshops.</li> <li>• To assist Technology staff in developing appropriate resources for teaching and learning.</li> <li>• To use with confidence and experience all hand tools and equipment within the Technology Department, including woodworking, metalworking tools and textiles equipment.</li> <li>• To be able to operate the following tools: lathes, drilling machines, milling machines, heat treatment equipment including Mig and arc welder, belt sander, band saw, circular saw, CAD/CAM equipment including the laser cutter and 3D printers, and all hand held power tools.</li> <li>• To keep all classrooms organised and free from hazards.</li> <li>• To assist with the safe storage and organisation of all tools and equipment in the workshops and textiles room.</li> <li>• To ensure hand tools are kept in optimum condition and stored correctly, subject to Health and Safety and Electrical Regulations.</li> <li>• To perform and record weekly safety checks for all machinery, electric and gas system in the workshops.</li> <li>• To empty and clean the dust extraction filters as required by the manufacturer.</li> <li>• To play an active role in Health and Safety management and ensure that all requirements are met.</li> </ul>

	<p><b>Key attributes:</b></p> <ul style="list-style-type: none"> <li>• Practical/hands-on experience.</li> <li>• Ability to show initiative and to prioritise one's own work and that of others.</li> <li>• Ability to work as part of a team and individually.</li> <li>• Positive attitude to continuous improvement.</li> <li>• Excellent organisational skills and the maintaining of high standards in all areas of work.</li> </ul>
	<p><b>Supporting Staff</b> <b>General</b></p> <ul style="list-style-type: none"> <li>• To work within school policies and procedures with an up-to-date understanding of Keeping Children Safe in Education and related Safeguarding, Child Protection and Code of Conduct requirements.</li> <li>• To contribute to the provision of a supportive, aspirational and effective environment for learning.</li> <li>• To support the promotion of positive relationships with parents and outside agencies.</li> <li>• To attend skill training and participate in personal/performance development as required.</li> <li>• To take care of their own and other people's health and safety.</li> </ul> <p><b>In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required.</b></p>

November 2020