

St Bernard's Catholic High School

—Part of the Mater Christi Multi Academy Trust—

Design Technology Technician Job Description

Reporting to: *Subject Leader for Design Technology*

1. POST PURPOSE

To support the Design Technology team in delivering high quality teaching and learning by ensuring that the required materials needed for these lessons is available and that all the required tools and machines are available and safe to use.

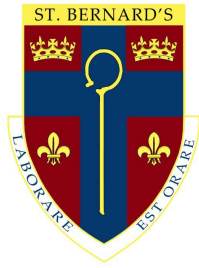
In addition, to discharge those duties in keeping with the Catholic Education Service (CES) contract of employment and the stated Mission of the School.

2. SPECIFIC RESPONSIBILITIES

- 2.1. Maintain tools and equipment in good order by carrying out regular checks and to arrange in consultation with the head of department for contractors to be called in to rectify faults requiring external repair.
- 2.2. Ensuring that the DT stock room is equipped with the required resources.
- 2.3. Prepare materials for pupil use as advised by departmental staff.
- 2.4. Prepare teaching materials for departmental use.
- 2.5. Support pupils with project work.
- 2.6. To provide racking and safe storage for tools and equipment as necessary.
- 2.7. To operate CAD/CAM equipment and prepare work from pupil designs
 - 2.7.1. FB500 laser cutter
 - 2.7.2. 3D printer
 - 2.7.3. Roland EGX300 Desktop Engraver
 - 2.7.4. MDX-40 Desktop Engraver
- 2.8. Maintain department COSSH systems.
- 2.9. Maintain safe and secure department rooms.

3. SUPPORT FOR THE SCHOOL

- 3.1. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 3.2. Be aware of and support differences and ensure equal access to opportunities for all.



St Bernard's Catholic High School

—Part of the Mater Christi Multi Academy Trust—

4. SCHOOL ETHOS

The governors of St. Bernard's would encourage all staff to be involved in enrichment activities in line with the ethos of the school, specifically:

- 4.1. To play a full part in the school community, to support its distinctive Mission and to encourage students to follow this example.
- 4.2. To support the school in meeting its legal requirements for worship and to attend acts of worship as requested.
- 4.3. To develop effective professional relationships with colleagues.
- 4.4. To actively support the corporate policies of the school.
- 4.5. To comply with the school's Health and Safety Policy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

5. SIGNATURES

This job description is current at the date below but will be reviewed on an annual basis and, following consultation, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed _____
(DT Technician)

Date _____

Signed _____
(Line Manager)

Date _____