

JOB DESCRIPTION

SCHOOL: St Gregory's Catholic High School

POST DETAILS

Job Title: DT/Engineering and Construction Technician

Grade:

Directly Responsible To: Subject Lead for Technology

Hours of Duty: 37 hours per week/Term time only

Primary Purpose and Scope of the Job:

To work under the direction of the Subject Lead of the Technology Department to support teaching and learning within this specialist area providing technical and administrative services. To have a robust and proactive approach to resource preparation and management, and effectively oversee the maintenance of tools, equipment and machinery within the Design and Technology area.

WORKING RELATIONSHIPS

Pupils

Teaching staff

SENDCo

KEY TASK AND ACCOUNTABILITIES

1. To liaise with teaching staff regarding department activities
2. Offer technical advice, assistance and guidance to pupils
3. Clear away resources in classrooms
4. Clean/tidy workshops
5. To plan material requirements for lessons in accordance with information supplied by the teaching staff
6. Prepare resources for teaching staff prior to lessons
7. Supervise pupil use on specific tasks as directed by teaching staff
8. Maintain storage areas within the department
9. Trial new projects and procedures
10. Monitor and maintain the use of all equipment ensuring documentation is in place
11. Undertake general classroom maintenance as required
12. Monitor and maintain stock levels of required components
13. To clean and maintain the machinery in the woodwork preparation areas and in the department classrooms to a basic service standard
14. Work with the Site Manager to arrange annual servicing of equipment by specialist companies to ensure that all equipment is maintained in a safe condition
15. Work with the Site Manager to carry out risk assessments on a variety of equipment and processes for Head of Department
16. Prepare and maintain, alongside the teaching staff, areas of display for pupil's work
17. To carry out admin tasks as instructed.

18. To form links with companies providing subject resources and promote positive relationships with the school.
19. To support in the research, development and implementation of new and emerging technologies.
20. To undertake CAD/CAM processes in the support of staff and pupils, demonstrating proficient use of CNC equipment.
21. Deliver independent practical demonstrations and work with pupils in small groups to complete practical tasks.
22. To undertake training on Health and Safety requirements and safe use of machinery
23. The postholder will adhere to the school's safeguarding policy which safeguards and promotes the welfare of children
24. To undertake such additional duties as are reasonably commensurate with the level of this post

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Job Description revised: May 2025

Revised by: Director of Finance and Resources

Postholder:

Signed:

Date: