



Ripon Grammar School
Job Description
Design Technology Technician

Key Aspects of Role

- To work under the head of department and complement the professional work of teachers by taking responsibility for agreed focus areas.
- To monitor systems used in the management and control of practical resources, including purchasing and auditing.

Reports To:

Head of Design Technology Department

Terms and Conditions:

37 hours per week, term time only + Training Days

Salary: NYCC Band 4, pts 9 – 13 (£14,300 – £14,843)

Professional Attributes and Qualifications:

- Appropriate qualifications in related subject area
- Ability to respond to the changing priorities of the department, school and students.
- Ability to work closely and communicate effectively with students from 10-18 years of age.

Specific Responsibilities and Duties

Liaise with members of the department regarding department activities and prioritise tasks.	Daily
Offer technical advice, assistance and guidance to staff and students.	As necessary
Clear away resources in classrooms	Daily
Clean / tidy workshops including food room.	Daily
Help maintain the hygienic condition of the food room.	Daily
Undertake routine maintenance on resources / machines	As necessary
Prepare resources for teaching staff prior to lessons.	As necessary
Supervise student use on specific tasks as requested by teaching staff.	As necessary
Demonstrate tasks to student groups as arranged with teaching staff	As necessary
Provide admin support to Design & Technology staff	As necessary
Photocopy resources, including exam papers.	As necessary
Maintain storage areas within the department.	Daily
Trial new projects and procedures.	As necessary
Become proficient in the use of solid works, and 2D design, computer software programmes. Internal support and training will be provided.	As necessary
Monitor and maintain the use of CAM machines, currently two 3D router machines, two laser cutting machines and 3D printer.	As necessary
Undertake general classroom maintenance as required	As necessary
Monitor and maintain stock levels of required components	Daily
Safeguard and promote the welfare of students	Daily
Be aware of, and implement, health and safety responsibilities including reviewing and planning.	Daily
Be willing and able to undertake appropriate training for the role.	As necessary



Person Specification

Design Technology Technician

	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications</u>		<ul style="list-style-type: none"> • Appropriate qualification in related subject area.
<u>Skills and abilities</u>	<ul style="list-style-type: none"> • The ability to work as part of a team • Show initiative and work independently • Ability to prioritise and manage changing workloads and situations • Adaptability to respond to the changing priorities of the department, school and students. • Flexibility to work within all areas of a Design Technology Department covering Electronics, textiles, food, manufacture, CAD, CAM etc. • Excellent interpersonal skills • Ability to work closely and communicate effectively with students from 10-18 years of age. • Be computer literate and willing to learn school systems. 	<ul style="list-style-type: none"> • Be familiar with the use of solid works and 2D design • Be confident in the use of metal working machines. • Be creative in the application of knowledge and skills.
<u>Experience</u>		<ul style="list-style-type: none"> • Previous technician experience • Use of CAM machines • Some experience of electronics