



Wimbledon College

Job Title: Design Technology Technician
Salary: Scale 4
Hours: 35 hours per week, 40 weeks per year (Term Time + 2 weeks)
Responsible to: Head of Art & Design
Responsible for:

Main purpose of post

The purpose of this role is to assist the Arts Faculty to provide the technical support required to cover design technology, music, performing arts (sound and lighting, etc), together with resistant materials. The primary areas of responsibility will be in design technology, preparing equipment and materials and helping in practical lessons, playing a crucial role in supporting students' learning experience.

Duties and responsibilities

1. Preparing, setting up and checking equipment

- 1.1. Preparing materials and resources for lessons and projects utilising workshop machinery and equipment
- 1.2. Maintenance of specialist equipment, check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others
- 1.3. Carrying out first line servicing, maintenance and repair of machinery and equipment in the classrooms and prep rooms, ensuring safety and reliability in accordance with Health and Safety requirements.
- 1.4. Undertaking general workshop maintenance and DIY tasks including the building of new equipment and alterations to existing equipment.
- 1.5. Sharpening and inspection of hand tools and cleaning of blades and cutters.
- 1.6. Undertaking scheduled statutory equipment checks and maintaining a record of check activity. Using CLEAPSS Guidance and best practice.

2. Supporting teaching staff and students during lessons

- 2.1. Create and maintain a safe purposeful, orderly and productive working environment
- 2.2. Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- 2.3. Assist in administration of coursework, work sheets etc.
- 2.4. Contribute to planning, development and organisation of systems and procedures
- 2.5. Providing in-class support including demonstrating safe and effective practical use of specialist equipment/materials
- 2.6. Be responsible for maintaining records, information and data, and reports as required
- 2.7. Promote and ensure the health and safety and good behaviour of pupils at all times
- 2.8. Putting away equipment after lessons

3. Displays

- 3.1. Be responsible for the DT displays in the general areas including mount cutting and putting the images into frames
- 3.2. Assist with putting up the annual DT and Art exhibition and the return of this work to students
- 3.3. Assist with the displays in the DT rooms and around school
- 3.4. Using IT to produce posters and photographs
- 3.5. Take photographs in the department and for some school activities.
- 3.6. Assist in sound and light and set for drama department and plays.

4. Organising and storing equipment and checking stock

- 4.1. Monitor the stock levels and order as required, liaising with HoD and suppliers.
- 4.2. Check off and put the stock away as it arrives.
- 4.3. Maintain the organisation and storage of the stock
- 4.4. Sourcing appropriate stock/equipment
- 4.5. Organising regular maintenance of machines.
- 4.6. Keeping the workshop clutter free, clean and organised
- 4.7. Repairing, maintaining and modifying equipment

5. Administrative tasks

- 5.1. Photocopying
- 5.2. Organizing resources, trolleys and equipment
- 5.3. Photographing and storing photographs of students work on the school network
- 5.4. Submitting data into departmental record keeping system
- 5.5. Labelling students work, displays and resources using IT
- 5.6. Printing photographs taken with the digital camera

6. Supporting the School

- 6.1. To participate in relevant in-service training and actively seek other learning activities
- 6.2. Be willing to undertake first aid duties (training will be provided, if necessary).
- 6.3. To attend and participate in meetings as required.
- 6.4. To participate in performance development/appraisal, contributing to the overall planning, development, ethos, work, aims and organisation of support service to the school.
- 6.5. Recognise own strengths and areas of expertise and use these to advise and support others
- 6.6. Implement planned supervision of pupils out of lesson times e.g. clubs/extra-curricular activities
- 6.7. To comply with school policies and procedures. Including safe guarding, health, safety and data security. Reporting any concerns to an appropriate person.
- 6.8. To be aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences appropriately.
- 6.9. To undertake other appropriate tasks as directed by line managers or the Head Master.

Standard hours are Monday to Friday 8am to 4pm (with one hour for lunch) subject to variance to allow for busy periods. Flexible only where a pre-planned agreement exists with line manager. The post holder will be expected to work extended days in busy seasons with time off in lieu. Attendance at evening meetings/inset training days and events may be required.

