

## **JOB DESCRIPTION**

**POST:** Product Design and Electronics Technician (Creative Technologies)

**Line Manager:** Subject Leader – Product Design

**LBR4 (Pt 7 – 10):** Pro-rata Salary range: £19,995 - £20,040

Term-time only. Hours: 36 hours per week (8.00am to 4.00pm)

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### **Principal Responsibilities:**

#### **General:**

- In conjunction with the Head of Department, ensure the proper implementation of the safety policy and the preparation and application of risk assessments within the department. Ensure compliance with COSHH regulations
- Following fortnightly task schedule to inform the Department of jobs being undertaken and of available time
- Help with extra-curricular activities in the subject area, as appropriate
- Practical support in lessons to ensure students can work safely, efficiently and effectively
- Preparation of equipment and materials for class use or demonstration
- Check equipment and materials before and after use for quantity and damage
- Clear away lessons as required.
- Ongoing reorganisation of department workspaces and storage
- Communicate with external suppliers and contractors.
- Undertake duplicating/photocopying, filing and general administration
- Comply with all safety regulations
- With the head of department log details of accidents and other incidents and deal with any health and safety defects immediately and report details to Premises Administrator
- Attend courses as appropriate
- Perform any other tasks the teaching staff (reasonably) request
- Occasional assistance with technical support in another area of school
- Provide occasional cover for departmental lessons or for lessons elsewhere in the school
- Facilitate collaborative projects bridging Product Design / Electronics and Computing departments
- Keep the technician section of the department handbook up-to-date
- To be a certified First Aider and to provide first aid as required (as part of a First Aid Team)
- Practical support of wider school initiatives when requested e.g. assisting with the production of internal signage for use on 11+ plus testing day (September)

## **Product design and Electronics**

- Support of the classroom teacher in researching and resourcing lesson content
- Construct, repair and maintain equipment, machinery and tools, as appropriate
- Maintain workshops and other teaching areas in a clean, safe and orderly state
- Maintain an inventory and assist with stocktaking.
- Prepare stock orders and purchase from petty cash any extra items required.
- Dispose safely of chemical and other waste materials.
- Carry out routine maintenance and ensure regular manufacturer servicing of the specialised design technology equipment (e.g. Printer Cutter, Laser Cutter, 3D Printer etc)
- Preparation of equipment and materials for class use or demonstration
- Check equipment and materials before and after use for quantity and damage
- Clear away lessons as required

### **Person Specification:**

- Technical/Design background
- Confident skills in computing / ICT
- Experience of working in an educational environment preferred

### **You will need:**

- Good organisational skills and the ability to prioritise
- Solid Practical skills and capability
- Enthusiasm
- Initiative
- Integrity
- Good communication skills
- Flexibility

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.