

HEADTEACHER:
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THE LATYMER SCHOOL

Founded 1624

JOB DESCRIPTION

Design Technology Technician

Materials:

- To order and maintain stocks of all materials used within the DT area.
- To cut and prepare materials for schemes of work and liaise with staff to ensure materials are cut in time for lessons

Tools:

- Order and maintain stocks of all tools used within the DT area.
- Repair and maintain tools on site and dispatch for sharpening/setting where appropriate

Machinery:

- Maintain and set up all workshops for safe use by teaching staff and pupils, ensuring correct equipment and tools are ready for lessons
- Regularly check machinery and report faults for repair
- Demonstrate the use of machinery and to supervise machinery whilst in use by either teaching staff or pupils

Health and Safety:

- Ensure (in liaison with HOD) that all H&S regulations are implemented and adhered to by everyone working in the area
- Ensure awareness and implementation of all new H&S regulations that relate to technology work area
- Organise risk assessment cards and ensure that both staff and pupils are familiar with their content

Development of new modules and visual stimuli:

- Use knowledge and initiative to help develop new modules for use across all key stages (preparation of prototypes and sample project)
- Develop jigs, formers and visual materials to aid the teaching of practical and graphical modules.

April 2018