



## **Bellerive FCJ Catholic College**

### **Job Description**

#### **DESIGN TECHNOLOGY TECHNICIAN**

**3 days/week 41 wks/yr**

**Responsible to: Head of Department**

#### **Core purpose**

To assist in providing practical support to teaching and learning in the art, design and technology department.

#### **Core qualities**

- Positive attitude to continuous improvement
- Leading by example
- Effective communication skills
- A willingness to embrace change
- Excellent organisation skills
- Good practical skills

#### **Specific Responsibilities**

- To support the work of the design and technology department primarily by ensuring that resources and materials requirements of the department are effectively met.
- To support students and teaching staff when undertaking practical tasks.
- Prepare materials, equipment and resources for lessons.
- Administrative tasks e.g. filing, photocopying and laminating.
- To maintain Food Technology, Workshop and Art rooms.
- To organise any repair and maintenance of equipment, including tool sharpening, ensuring all equipment is maintained in good working order.
- To prepare departmental resources where it is appropriate and cost effective to do so.
- In liaison with the curriculum leader for design and technology, to undertake the necessary ordering of items of stock, checking deliveries and ensuring suitable storage and stock.
- To undertake routine maintenance of workshop equipment and to maintain all equipment and utensils in good working condition.
- To ensure that equipment and working areas are kept in clean and tidy order, specifically after lessons.
- To provide technical support during lessons, including individual or small group pupil support where appropriate.
- To have particular regard to health and safety matters in accordance with school policy and statutory requirements.

- To check and empty extraction systems on a regular basis.
- You will be required to act as a school First Aider and undertake appropriate training to fulfil this part of the role.
- Promote and safeguard the welfare of all children and young person's they are responsible for, or come into contact with, as per 'Keeping Children Safe in Education'.

#### **Generic Responsibilities**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake a work of a similar level that is not specified in the job description. This job description will be reviewed annually and the headteacher reserves the right to alter the content of the job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

#### **Outcomes**

- High standards
- Well trained staff
- Academic and personal achievements for all pupils
- Effective team work

July 2025