

**BOURNE COMMUNITY COLLEGE**

**Design Technology Technician**

It is essential that all staff actively promote the aims of The College –

* To ensure every student develops their potential to flourish and be successful
* To have high expectations of all staff and students
* To respect all those in our community locally, nationally and internationally

All members of staff are required to participate in the College’s appraisal scheme.

**Reporting to Line Manager**: Leader of Design Technology

To assist in the co-ordination and the use of practical resources and facilities, providing assistance and advice in meeting the practical needs of the department.

**Duties will include**:

* Daily checking and maintenance of the two DT rooms, assist to set up and clean/clear equipment away between lessons
* Ensure that current health and safety requirements are adhered to and that machine tool safety certificates are kept securely
* Prepare materials and resources for use in the classroom and in the department including use of laser cutter, 3D printers, CNC machines, circular saw and metal lathe.
* Monitor equipment in the workshops and carry out routine maintenance and record keeping as necessary
* Assist individual students with practical work (in consultation with Curriculum Leader)
* Liaise with external agencies regarding the annual servicing of lathes, band saws and other such equipment
* Complete regular stocktaking and re-order materials as necessary
* Record of chemicals to be kept and updated
* Complete directed tasks at the discretion of the Curriculum Leader with regard to the manufacturing and maintenance of specific resources.
* Carry out other duties which form a proper part of the post as detailed by the Curriculum Leader, or the Assistant from time to time

The post holder will be expected to perform such duties as may be reasonably required by the Headteacher and that these should be in line with national legislation and current conditions of service.