

**BOURNE COMMUNITY COLLEGE**

**Design Technology Technician  
Job Description**

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 support the Teaching & Learning in Design Technology and Engineering, day to day, as directed by the Leader of the department.

**Duties will include**:

* Prepare, provide and return tools, equipment and materials as necessary to enable staff and students to function effectively.
* Carry out routine maintenance of all equipment within Design Technology and Engineering. To include where appropriate, repairs to all machines and hand tools and arrange maintenance as and when required.
* Ensure that in the workshop and other practical areas, tools, equipment, computer software and materials are kept in an operable and safe manner and ready to use by staff and students
* Set up as necessary hardware required by teachers for class demonstrations or student use.
* Work alongside teachers during designing and making activities to aid student progress as and when required. Assisting with the demonstration of practical activities to students occasionally.
* Prepare materials and/or resources for teachers and students.
* Manufacture pieces of equipment, jigs and fixtures as required by teachers for class demonstration or student use
* Assist with the development of CAD/CAM within Design Technology and Engineering
* Maintain and update records for machinery and equipment within all areas
* Use of heat treatment facilities – brazing, pewter casting and soldering
* Use of metal lathe
* Repairs of faulty machinery and liaisons with contractors where appropriate

**Health & Safety**

* To undertake and keep up-to-date with appropriate Health and Safety Training for the practical working environment and in line with school policies
* Help ensure that all equipment and materials are used and stored safely (under lock and key where necessary).
* Carry out safety checks as directed to comply with the requirements of Health and Safety, COSHH and other relevant legislation

**Administrative Support**

* Photocopy and duplicate resources including worksheets, exams and teaching aids as and when needed by teachers and students
* Oversee stock levels and replenish as and when required
* Maintain an inventory of materials, stock and equipment

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.