



## **Job Description**

### **Resistant Materials Technology Technician**

#### **Principal Responsibilities**

To support the Technology Faculty

**Responsible to:** The Headteacher via the Head of Design and Technology

#### **Duties and Responsibilities**

- To be committed to the safeguarding and well-being of all students and to follow school Policy and procedures in this regards
- Raise student attainment by supporting staff within the Design and Technology Department by meeting efficiently and effectively the support requirements of individual staff, students and groups of students in order to support teaching and learning.
- Form professional and collaborative working relationships with colleagues.
- Set a good example to students, parents and other visitors to the school through presentation and personal professional conduct.
- Ensure the maintenance of a clean, safe and orderly working environment with Design and Technology teaching areas.
- Prepare materials and equipment for lessons.
- Organise and monitor safe storage of equipment and materials.
- Maintain tools and equipment as required.
- Support the maintenance of an inventory of equipment.
- Provide in class support with practical work as directed by teaching staff.
- Have due regard to Health and Safety procedures governing the use of practical equipment within the Design Technology area.

#### **General Maintenance**

- Regular safety checks of all equipment as frequently as directed
- Servicing and cleaning of machines, tools and equipment
- Repairing tools and equipment
- Maintenance of units, eg. checking vices for damage and serviceability
- Ensuring student work storage areas are tidy
- Ensuring material preparation areas are tidy
- Empty wood bins as they become full
- Maintain non-technology specific equipment, such as stools, tables, plumbing, electrics and deal with damaged items
- Upkeep teaching areas T1, T2 and T5 and the corridors connecting them

#### **Material Preparation**

- Prepare materials – wood, metals, plastics and stationery – using circular saw, band saw, planer, thicknesser etc. as required

#### **Machine Maintenance**

- Run tests should be carried out and recorded weekly
- Maintenance records should be kept

- Data sheets such as CLEAPPs and COSHH should be kept up to date for all substances stored
- Visually inspect, service and maintain all powered and fixed machines regularly in line with Health and Safety guidelines. Identify the need for, order and install, new parts as required
- Ensure discs for sanders are sound and replaced regularly
- Replace band saw blade as required (not necessarily when it breaks)
- Replace rip saw blade as required, and check build up of sawdust within the saw
- Keep machine tools, drills, etc. sharp
- Extraction units should be checked and emptied regularly and records kept
- Monitor the status of IT equipment and inform IT technicians if attention is needed
- Ensure the working condition, oversee the use of and prepare students' work using CAD/CAM equipment

### **Hand Tool Maintenance**

- Regularly inspect and replace, repair and sharpen hand tools and racking
- Sharpen drills, chisels, etc.
- Ensure blades of all saws are sharp or have blades replaced
- Ensure all hand tools are available and in a good, safe condition for use by students
- Assist with tidying at the end of the lesson and check all tools are put away after practical sessions

### **Health and Safety**

- Be designated Health and Safety representative for the faculty, responsible for the compliance to Health and Safety guidelines, in liaison with the site Health and Safety Co-ordinator
- Liaise with the site Health and Safety Co-ordinator to organise outside agencies to check equipment
- Carry out, and keep records of, regular Health and Safety checks throughout the department
- Complete the termly Health and Safety checks for the department as directed by the site Health and Safety Co-ordinator
- Ensure all faculty staff have the correct training and documentation for the equipment they use
- First Aid facilities should be kept stocked and use recorded

### **Administrative Tasks**

- Order items as requested by faculty staff and for replenishment purposes
- Order consumables – nuts, bolts, screws, blades, glasspaper, etc.
- Check store cupboard – re-order items when last or nearly last items are issued
- Order, in accordance with Health and Safety regulations (eg. low fume solder, soldering irons, low melt glue guns, safety goggles, aprons, etc.)
- Liaise with the Head of Department to monitor faculty spending
- Reconcile ordered items from faculty budget allocation and update Head of Department on status
- Keep a record of student contributions
- Photocopy as required

### **Organisation of Storage**

- Keep all storage areas tidy and organised at all times
- Keep all stock clearly labelled and accessible at all times
- Ensure all stock is stored in a safe and secure manner
- Keep an up to date register of all COSHH substances stored

### **Skills Required**

- Knowledge of maintenance and repair of machinery
- Ability to perform general administration duties and maintain records
- Wood Machinery (DATA) Health and Safety Certificate, renewable every five years

## General Requirements

- Attend scheduled meetings
- Actively seek to develop professionally
- Participate in the school appraisal process
- Work within the terms and conditions of Bucks Pay employees
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Criminal Records Bureau
- In accordance with the provision of the Disability Discrimination Act 1995, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

### Postholder

Name .....

Signature .....

Date .....

### Headteacher

Name .....

Signature .....

Date .....