



KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

JOB DESCRIPTION

Design & Technology Technician

Grade:	SCP 10 - £27,694 (TTO £24,325)
Hours:	08:15 – 16:15 Monday and 08:15 – 16:00 Tuesday – Friday 36.5 hours per week TTO
Responsible to:	Subject Lead for DT
Responsibilities & Main Purpose:	<ul style="list-style-type: none">• To provide efficient and effective support to the teaching staff of Design Technology• To prepare and provide all materials for lessons and maintain an orderly Design Technology workshop area by setting up power machinery, including our laser cutter, for practical workshops.• To keep all workshop areas in a tidy and safe condition ready for use in accordance with the required health and safety standards, including regular checks of all DT Tech equipment• Cleaning of equipment and facilities.• Ensuring all DT stock levels are maintained, raising purchase orders and placing relevant orders within the DT tech budget, seeking best value.• To plan and implement an Alternate Wednesday activity from January 2026.
Health & Safety	<ul style="list-style-type: none">• Oversee the organisation of the work and storage areas and ensure the cleanliness, safety and security of these areas at all times. Before, during and after lessons.• Advise members of staff and pupils of particular hazards and requirements in the use of equipment and materials in line with COSHH/ CLEAPPS guidance.• Keep abreast of current safety guidelines and legislation.• To report damage or faults in the Design & Technology areas to the Head of Department.• To advise the teaching staff and site staff of any potential hazards and repairs needed in Design & Technology.• Providing technical assistance to students during practical practice and ensuring that standards of health and safety are met.
Duties and Responsibilities:	<ul style="list-style-type: none">• Setting up equipment and machinery for lessons as required including changing blades, belts, cutters, etc. ensuring all are in a safe, clean, serviceable condition and be able to determine any specific technical difficulties by giving advice to the teachers.• To carry out daily visual checks of all machinery/appliances before use by students, enabling them to be used effectively in practical lessons and examinations.• To obtain quotations and order materials as required by the departments.• To ensure a high standard of safety and cleanliness in all learning areas within the workshop's areas.• To ensure the technician's workshop area is kept secure, clean, tidy and free from all hazards.• To be responsible for keeping the extraction system emptied and running efficiently.• To keep sinks/benches clean; keep stock areas and resource/equipment/tool cupboards clean, tidy and in good order.• On occasion, support the teacher within the classroom during practical lessons.• To assist staff with the development of new projects• To actively engage in our current creative network and support visits and exhibitions.• To assist in the organisation and preparation of displays for open evenings and other school events within the DT area.• Attend health and safety courses as determined by Subject Leads/SLT and undertake any additional training to enhance duties.

	<ul style="list-style-type: none"> • To ensure that technology rooms and equipment are kept clean and tidy and that technology room safety regulations are met, including checking equipment for safety and cleaning. • Advising students on safety aspects of particular practical work. • Ensure that equipment is kept clean and that a deep clean is undertaken when required. • Ensure that all equipment is accounted for, in the correct place and replaced where necessary. • Ensure that all equipment is stored in a safe and appropriate manner. • Assist the classroom teacher in logging in and out of certain items of equipment as required. • To demonstrate methods and techniques to students during lessons, as requested by the appropriate member of staff and under their direction. • To ensure the first aid box is kept up to date and stocked.
Alternate Wednesday	<p>From January 2026 to plan and implement an activity for a group of students as part of our Alternate Wednesday Offer.</p>
Support for the School:	<ul style="list-style-type: none"> • Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager. • To be aware of and comply with all school policies and procedures in particular relating to safeguarding, health and safety, confidentiality, data protection and the staff code of conduct reporting all concerns to an appropriate senior member of staff. • To be aware of and support differences to help ensure everyone has equal access to the services of the school and feel valued, respecting their social, cultural, linguistic, religious and ethnic background. • To contribute to the school ethos, aims and development/improvement plan. • To work as part of a team, appreciating and supporting the role of other people within the team. • To attend and participate in meetings as required.
Resources:	<ul style="list-style-type: none"> • To ensure use of IT to full capacity in order to produce high quality documents. • To organise and present information for reports in a variety of formats.

The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Headteacher, commensurate with the grade of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.