

# Job Description

**Post Title:** DT Technician

**Establishment:** Outwood Academy Ormesby

**Grade:** Grade D 37 hours TTO plus 1 week

**Reporting to:** Head of Department

## Overall purpose of the post

- Supporting teaching and learning in the Technology Department on a day to day basis as directed by the Head of Department.

## Responsibilities and accountabilities

1. To liaise regularly with the Head of Department/Head of Faculty.
2. General preparation of materials within the Technology Department and assisting with the demonstration of lessons.
3. Basic maintenance and setting up of workshop tools and machinery.
4. Supporting staff in the use of ICT, including CAD/CAM.
5. Organise, maintain and monitor all Technology tools, machines and equipment and ensure compliance with relevant safety legislation.
6. Ordering of resources and stock.
7. Maintaining an inventory and management of materials and stock.
8. Use of heat treatment facilities – brazing, welding and casting.
9. Reporting of faulty machinery and liaising with contractors where appropriate.
10. Maintaining classroom displays.
11. Ensure department adheres to relevant CLEAPS guidance and procedures.
12. Health and Safety audits and advice to staff.
13. Organise sales to students.
14. Potable Appliance Testing of all electrical equipment in designated areas.
15. Assisting teachers to support teaching and learning in the classroom.
16. Fire Marshall duties in the case of Fire and/or Emergency Evacuation.
17. To undertake First Aid duties on direction from the Principal.
18. To comply with the School's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns;
19. To comply with the School policies and procedures at all times.
20. Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents and external agency professionals.

**Internal:** Students, staff, Governors, parents and any other visitors to the School.

This job description may be subject to change, following consultation between the post holder and the Academy.