

## **POST: Design and Technology Technician – Full Time**

**DESIGN & TECHNOLOGY DEPARTMENT:** Ringwood School Technology Department is a vibrant and creative environment where students are encouraged to think and work independently, improve skills, and strive for quality in their work. The department work as a team to create and foster an environment where students learn and are able to gain success in what is an exciting and continually developing subject area. Currently there are 4 key subject areas within technology; Resistant Materials, Graphics, Engineering and Food & Nutrition. Four full time and two part time teachers are very well support by two technicians, both who are equally valued.

**JOB DESCRIPTION:** The primary role of workshop technician involves the preparation and setting out of materials and tools for lessons, assisting and supporting students in the use of equipment, maintenance and storage of tools and ordering of department resources.

Although not essential it would be desirable for the successful candidate to have a good knowledge and experience of constructional techniques, excellent DIY skills, excellent communication and an ability to implement organisational systems for the effective management of resources.

### **KEY ROLES:**

- To use the tools and equipment in the Technology Department with confidence; including woodworking, metalworking, CAD CAM machinery.
- To maintain tools, equipment and machinery in the Technology Department
- To support teachers in the effective preparation in the delivery of lessons
- To assist staff and students during practical lessons
- To be able to operate the following tools: lathes, drilling machines, heat treatment equipment, sanding machines, mortiser, band saw, circular saw, planer/ thicknesser, CAD/CAM equipment including the laser cutter and 3D printer, and a range of hand held power tools.
- To maintain and service the tools in the Technology Department, subject to Health and Safety Regulations.
- To assist with the safe storage and organisation of all tools and equipment in the workshops and classrooms.
- To work closely with the department staff in the preparation of materials and folders for student projects.
- To provide support small groups of students with the safe use of specific tools, equipment and machinery.
- To have a good working relationship with students and be prepared to offer advice on design and workshop practice.
- To assist staff and pupils during practical lessons as agreed with the teacher.
- To play an active role in Health and Safety management.
- To make models, demonstration pieces and jigs, often following your own initiative for all classes.
- To stock take, prepare and raise orders for departmental resources.
- To set up workshop/equipment as required for lessons.
- To contribute to the whole school community when requested and agreed through head of department
- This role will be subject to a statutory probationary period of three months and will be part of the school's Performance Management.