



Design & Technology Technician

Grade:	NJC Scale point 5-7
Responsible to:	Curriculum Leader for Technology
Supervision exercised:	None
Contacts:	<u>Internal:</u> Staff and pupils <u>External:</u> Suppliers

Purpose:

We are seeking a motivated and skilled School Design & Technology Technician to support the delivery of our Design & Technology curriculum. The successful candidate will play a key role in ensuring the smooth operation of our Design & Technology and Food classrooms as well as supporting students in the use of equipment and materials.

Duties and Responsibilities

- Set up, operate and maintain Design & Technology classrooms, including machinery and equipment
- Conduct regular checks on equipment and machinery to ensure they are in good working order and report any faults or maintenance needs to the relevant parties
- Assist students in the use of equipment and materials, providing guidance and instruction as required
- Support the Design & Technology teacher in the delivery of lessons and projects
- Maintain a clean, organised and safe learning environment, ensuring equipment is stored and used appropriately
- Order and manage stock levels of materials and supplies for the Design & Technology department
- Prepare materials and equipment for lessons, projects and demonstrations

Requirements:

- Previous experience in a similar role in a school or educational setting is desirable
- Knowledge of Design & Technology principles and practices, ideally with experience of a range of machinery and equipment used in a Design & Technology classroom.
- Good organisational and time management skills, with the ability to prioritise and manage multiple tasks
- Strong communication and interpersonal skills, with the ability to work effectively with students and staff
- Ability to work independently and as part of a team
- Ability to maintain a safe and secure learning environment, ensuring equipment and materials are stored and used appropriately

This is a full-time position with a competitive salary. Interested candidates are invited to submit their CV and cover letter to applications@swakeleys.org.uk

We are an equal opportunity employer and welcome applicants from all backgrounds.