

Department:	Art and Design
Post:	Design & Technology Technician
Responsible to:	Head of Art and Design
Hours of work:	8:05am – 4.05pm Monday, Wednesday and Thursday, 8.15am – 4.15pm Tuesday and Friday 8.35am – 4.05pm. 37 Hours per week – Term-time only

Key Purpose:

The principal role of the 3D Design Technician is to ensure that the teachers have the equipment and resources they need to provide excellent opportunities for students to learn. Technicians play a crucial role in supporting and directly improving our students’ learning experiences and the tasks of the technician can be divided into 5 main areas;

1	Activities related to practical work
2	Assisting with special lessons and practical sessions
3	Repairs and general maintenance
4	Assisting with the Health and Safety checks
5	Administrative tasks

Duties and Areas of Responsibility:

Operation and Coordination	
1	Check and service all machine tools - lathes, pillar drills, sander, band saw, heat treatment equipment, circular saw, planer, CAD /CAM machines etc., to ensure that they are maintained in full working order. This includes cleaning dust extractors and keeping a maintenance log.
2	Check, maintain, sharpen all hand tools, including vices, welding equipment etc., and arranging regrinding as necessary.
3	Support the teachers during lessons and work with students on workshop processes including wood, metal, ceramics, resin and concrete.
4	Set up and assist with workshop activities in 3D Design.
5	Support the 3D Design Teachers in the development of the CAD CAM facilities.
6	Maintain and monitor consumables and equipment in 3D Design to ensure all students are able to access a wide range of materials and processes as part of their 3D Design provision.
7	Assist Art & Design staff in developing appropriate resources for teaching and learning as directed, and as required to meet the day-to-day needs. This includes filing and photocopying.
8	Carry out regular material and equipment checks across all Art & Design rooms.
9	Assist Art & Design Department staff in preparing and setting up display work.
10	Attend Open Evenings and the Art & Design Exhibition Evening and other similar college events.
11	To provide support for additional college departments with creative projects for example Physics, Performing Arts and Facilities.
Budgets and Resources	
1	Identify resource needs, making recommendations for purchases and ensure the most cost-effective use of budgets.
2	Distribute, monitor and store wood and other consumables, check/audit stock annually and as necessary.
3	Place orders for new and replacement items as required in 3D Design, and maintain associated records including the 3D Design inventory.
4	Comply with all financial procedures, particularly in relation to ordering processes.
Health and Safety, Environment and Facilities	
1	Carry out regular Health and Safety checks on all equipment and machinery and the safe disposal of

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	waste material.
2	Assist in the production of Risk and COSHH assessments as appropriate to the 3D Design area.
3	Ensure that all relevant Fire and Health & Safety regulations and requirements are implemented, under the direction of the Head of Art & Design and report any discrepancies.
4	Keep materials stores, classroom walkways and classrooms clean and tidy.
5	Maintain a clean, healthy, safe working environment by consulting with Facilities staff and complying with appropriate legislation or college policies/procedures.
Quality & Reporting	
1	Ensure regular quality control procedures are maintained and customer feedback is monitored in line with plans and targets.
2	Report as required to appropriate colleagues on possible strategies for service development delivery.
General (including Personnel & Relationships)	
1	Set a good example to students and other staff by personal presentation and conduct.
2	Contribute to the overall ethos/work/aims of the college.
3	Work effectively and flexibly with Art and Design Department staff to ensure an effective service, operating timetable and duty rotas.
4	Support performance management procedures and be an active participant in appraisal.
5	Engage in continuing professional development by attending relevant meetings and training sessions, within college or externally. Recognising own strengths and areas of expertise and using these to advise and support others in the Art and Design Department.
6	Ensure all appropriate paperwork is completed in line with college requirements.
7	Ensure awareness and implementation of relevant legislation and college policies, including those relating to health and safety, equal opportunities and copyright.
8	Ensuring all service policies and procedures are documented, clear and up-to-date.
9	Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

The duties are indicative of the requirements of the post. It is college policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.

The above job description was agreed as detailed below:

Name of the Post holder:	
Sign:	Date:
Name of Line Manager:	
Sign:	Date: