

Creative Technologies Technician (Product Design and Electronics focus)

Grade: LBR4, 36 hours, term time only **Hours:** 8.00am to 4.00pm

Responsible to: Head of Creative Technologies

Main Duties and Responsibilities

I Principal Responsibilities:

Product design and Electronics

- Practical support in lessons to ensure students can work safely, efficiently and effectively
- Support of the classroom teacher in researching and resourcing lesson content
- Help with extra-curricular activities in the subject area, as appropriate
- Preparation of equipment and materials for class use or demonstration
- Check equipment and materials before and after use for quantity and damage
- Clear away lessons as required.
- Construct repair and maintain equipment, machinery and tools, as appropriate
- Communicate with external suppliers and contractors.
- Maintain workshops and other teaching areas in a clean, safe and orderly state
- Maintain an inventory and assist with stocktaking.
- Prepare stock orders and purchase from petty cash any extra items required.
- Dispose safely of chemical and other waste materials.
- Undertake duplicating/photocopying, filing and general administration
- Comply with all safety regulations
- Attend courses as appropriate
- Perform any other tasks the teaching staff (reasonably) request
- Occasional assistance with technical support in another area of school
- Carry out routine maintenance and ensure regular manufacturer servicing of the specialised design technology equipment (e.g. Printer Cutter, Laser Cutter, 3D Printer etc)
- In conjunction with the Head of Department ensure the proper implementation of the safety policy and the preparation and application of risk assessments within the department. Ensure compliance with COSHH regulations
- With the head of department log details of accidents and other incidents and deal with any health and safety defects immediately and report details to Premises Administrator
- Update and continue to develop the departmental *Frontier* room
- Occasionally provide cover for departmental lessons or for lessons elsewhere in the school if asked to do so

Computing

- Facilitate collaborative projects bridging Product design/ Electronics and Computing departments
- When required, support practical computing lessons to ensure students can work safely, efficiently and effectively
- Set up and clear away lessons as required
- Provide support with maintenance of departmental hardware (Raspberry Pi's, Arduino's etc.)
- Maintain audio/visual ICT resources for the department and report any issues to the IT dept
- Comply with all school policies and procedures, in particular policies related to the use of ICT equipment and safety
- Promote and maintain a co-operative and flexible working relationship between technicians and teaching staff

Person Specification:

- Technical/Design background
- A hands-on, problem-solving, practical outlook
- Relevant qualifications at further or higher education level
- Confident skills in computing / ICT
- Experience of working in an educational environment preferred

You will need:

- Good organisational skills and the ability to prioritise
- Enthusiasm
- Initiative
- Integrity
- Good communication skills
- Flexibility

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.