



CHATHAM & CLARENDON GRAMMAR SCHOOL

Job Description

Job Title:	DT Technician
Department:	Student Support
Location:	Chatham & Clarendon Grammar School
Grade:	CCGS Band 4 Points 11-14
Responsible to:	Head of DT
Responsible for:	N/A

Overview of Job:

To assist with the smooth running of the department. Facilitate safe practical sessions with regard to workshop environment, machinery, and materials. Help teachers and students with an aim to improve the teaching learning experience. Maintain and check the apparatus, and advise if stocks are low and need ordering.

Purpose of the Job:

To provide a comprehensive technical service to teaching staff in the DT department and assist when needed in practical lessons.

Specific Responsibilities and Key Tasks:

- Prepare and order materials for all KS3 projects.
- Source materials for KS4 and KS5 lessons.
- Preparing equipment and teaching areas for practical classes.
- Order Materials and Consumables on request.
- Safety of Machinery within the workshop environment.
- Maintenance of machinery, and Safety checks of equipment and teaching areas.
- Assist with specialist equipment.
- Ensuring that workshops, resources and technicians spaces safe environments for teaching.
- Contribute to the upkeep of the classroom equipment, displays and resources

- Supporting teachers in practical classes.
- Helping students to get the most out of learning experiences.
- Carrying out administrative and other functions related to the smooth running of the department.
- Assisting with special lessons and practical sessions.
- Repairs and general maintenance.
- To help with open evenings and inreach as and when required.
- Any other reasonable tasks as requested by the teacher or Head of Department/Faculty
- Technician responsibilities are across two sites
- Maintaining a supply of hand sanitizer in the classrooms and workshop
- Sanitizing equipment after lessons
- Extra duties, as reasonably requested by HOD.
- Assist storage of practical work and resources, preparation rooms and storage rooms (resources)
- Source materials for KS4 and KS5 lessons.
- Servicing and maintenance of specialist CAM machinery
- Laser cutter, 3D printing, CAM routing, waterjet cutting experience required to assist staff and students
- Solidworks illustrator, Affinity software, cura, Microsoft 365 experience required to assist staff and students

Other Duties:

- Serve as a First aider as required.
- Mini bus driving beneficial.

Organisational Chart:

The DT Technician is responsible to the Head of DT.

To perform such duties as the Headteacher may reasonably require or that professionalism dictates.