



## The Harvey Grammar School

### Design & Technology Technician (30 hours per week, 38 weeks per year) HGS4

#### Job Description

**Line Manager:** Head of Design & Technology Department

This job description lists in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

#### Aims of the post

- Provide high-quality technical support for the Design & Technology department, contributing to a safe, engaging, and well-resourced learning environment. Support teaching and learning activities to enhance student achievement and help meet educational goals.
- Collaborate with departmental staff to ensure the implementation of current and future safety legislation and health and safety requirements.

#### Responsibilities

- Maintain tools, equipment, and workshop areas to ensure safety, cleanliness, and functionality. Carry out minor repairs, report the need for external maintenance, and securely store tools and hazardous materials in line with COSHH regulations.
- Implement and monitor safety procedures and legislation, including conducting regular risk assessments and safety checks. Ensure compliance with health and safety protocols, participate in relevant training, and assist in maintaining departmental risk assessments.
- Manage the provision and cleanliness of personal protective equipment (PPE), including aprons, goggles, and masks.
- Provide technical support to teaching staff and assist students during lessons, including the preparation, testing, and development of materials and equipment for practical activities and exams.
- Operate an effective stock control and ordering system, including obtaining quotes from suppliers.
- Supervise students outside of lesson times (e.g., break, lunch, before/after school) and support inclusive practices to ensure equal access to learning opportunities. Accompany students and staff on school trips as required.
- Help support the ethos and aims of the school, and collaborate with staff and external stakeholders. Attend meetings and engage in continuous professional development as directed.
- Assist with the preparation of display materials and equipment for school events such as Open Evenings as required.
- Undertake regular first aid training and administer first aid as needed.
- Carry out additional tasks as directed by your line manager, ensuring all duties are performed in compliance with school policies, the Data Protection Act, and professional standards.
- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person in order to maintain a safe and secure learning environment for pupils.