



JOB DESCRIPTION – Design Technology Technician

Description	
Post Title: Design Technology Technician Salary/Grade: LPT 4	Post Holder: Location: Kings College Guildford
MAIN PURPOSE OF JOB	
<ul style="list-style-type: none"> To prepare and source (when applicable) materials and equipment to support the teaching and learning of lessons, together with the Head of DT, maintaining classrooms and prep rooms, their equipment and services. 	
MAIN ACCOUNTABILITIES AS A DESIGN TECHNOLOGY TECHNICIAN	
<p>It may be modified by the Principal, with consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title.</p> <p>Supporting DT Teaching and Learning</p> <ul style="list-style-type: none"> To ensure that resources are organised and available to promote a purposeful environment for teaching and learning to take place To carry out and arrange for maintenance and repair of resources To assist the DT department in maintaining a high-profile across the School through offering vibrant and exciting learning opportunities To assist in ensuring that classrooms within the faculty present a stimulating environment through the display of students' work and other exemplar materials To assist in the promotion of high participation levels of DT outside of the curriculum To raise order requisitions and check deliveries To work with the Head of Design Technology to ensure the faculty is cost-effective and runs to budget To support the teaching professional in the workshop and classrooms and help to manage student behaviour to ensure all health and safety rules are followed To follow the schemes of work for each year group in order to support staff in and around lessons To support students with practical tasks and giving the opportunity for more advanced work to be achieved To order and prepare materials for projects and keep DT stock cupboards well organised and maintained To offer support for students coming back to finish work as and where necessary to meet GCSE deadlines To help with the organisation of the open evenings, transition days, and whole school events as required <p>Health and Safety</p> <ul style="list-style-type: none"> To advise the Head of DT or faculty staff in technical support, including health & safety guidance To carry out risk assessments for technician activities and to support all faculty staff in their development of risk assessments for practical activities within Programmes of Study and for classrooms To provide technical support to students, including health & safety guidance To carry routine inspections and monitoring of all equipment with the faculty and keep the workshop and all faculty teaching spaces well organised and tidy To liaise with the Premises team to ensure all necessary testing and annual safety checks are carried out To operate safe handling and storage of all materials e.g. hazardous chemicals 	

- To carry out weekly H&S checks of the workshop and classroom and reporting any issues
- To keep all records for the department up-to-date and accessible (H&S, RA, maintenance, etc.)

General duties

- To work as part of the overall support team of the school to ensure the school runs smoothly and effectively at all times
- To embody the school's values both on and off site
- To observe and implement current school policies and good practice
- To participate in and attend meetings and training as appropriate, including CPD days
- To support school events as required
- To embody the school's values and represent the school in a positive manner at all times
- To take an active role in their own professional development in line with performance management objectives
- To undertake such other duties as requested by the Head Teacher/ Senior Leadership Team as are reasonably required as part of the role.

Working Time

This is a part time, permanent post for 27.5 hours per week, 39 weeks a year (term time only)

The status of this post shall require the post holder to be flexible with regard to working time arrangements sufficient to meet the requirements of the post.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

The College will endeavour to make any necessary reasonable adjustments to the Job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This job description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.

April 2025