

AYLESBURY GRAMMAR SCHOOL

D&T TECHNICIAN - ROLE PROFILE



Job title	D&T Technician
Pay Range	ISN range 10-14
Hours/Weeks	37 hours per week for 38 weeks per annum
Responsible to	Head of DT

Purpose

Support the work of teachers and students

Main duties and responsibilities

1. Maintain and operate the store system for tools and materials.
2. Maintain workshops, machines, tools and equipment, keeping departmental records up to date as necessary.
3. Order materials in conjunction with the Head of Department and Key Stage 3 Coordinator.
4. Receive stock order deliveries, check their contents and organise their storage.
5. Maintain the developing computerised stock order system.
6. Prepare materials and equipment for classroom use.
7. Work towards full workshop machine Health and Safety accreditation.
8. Work towards Portable Appliance Testing accreditation.
9. Maintain the department's health and safety risk assessment and record system.
10. Support the Head of Department and Key Stage 3 Coordinator with future curriculum developments as appropriate.

Other duties

1. To supervise students as directed on occasion
2. To carry out any other duties that may reasonably be required by the Headmaster or the line manager.

Alterations

The Headmaster may alter this job description, after discussing any alterations with you and giving you reasonable notice of the alterations.

May 2015
Aylesbury Grammar School