



Grace Academy Solihull

Job Description



Role:	Design Technology Technician
Responsible to:	Head of Technology
Based at:	Grace Academy Solihull
Hours:	37 hours per week, 39 weeks per year
Grade:	Grade F of the Tove Learning Trust payscale

Job Context

We are seeking a skilled and motivated Design Technology Technician to support our Technology department. The successful candidate will provide essential technical support, manage resources, and assist students and staff in the effective delivery of Design Technology education. The successful candidate will be a reliable, enthusiastic and flexible team-player who can communicate well with staff and pupils alike.

Key Responsibilities

- Maintain a clean and organised workshop environment. Ensure that all areas are ready for use and that tools and materials are stored properly
- Preparing materials and equipment for practical work (Wood, plastics and textiles).
- Provide practical support for the preparation and delivery of Design Technology lessons, including setting up and maintaining equipment, tools, and materials
- Arranging equipment and materials for focused demonstrations. Ensuring that all items of equipment are in good, safe condition for use by students, conducting regular safety checks, risk assessments and documenting.
- Tidying up and checking that all equipment is safely stored following practical sessions.
- Oversee the inventory and organisation of design technology resources, including tools, materials, and safety equipment. Order and manage stock as required.
- To organise any repair and routine maintenance of equipment and machinery, including tool sharpening, ensuring all equipment is maintained in a good working order
- Assist students with practical work and projects, providing guidance and support on the use of tools and materials.
- Support the preparation of lesson resources and documentation, including the maintenance of technical records and inventory lists
- Stay updated with the latest developments in Design Technology and participate in relevant training and development opportunities

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities, this may include lunch and break duties and first aid.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.