



Bexley Grammar School

Job Title: Combined Technician in Design Technology (DT) and Science

Responsible to: Head of Department (DT) and Science Technician Team Leader

OVERALL RESPONSIBILITY

- To provide support and technical assistance to teachers, other school staff, technicians and students in meeting the practical needs of the curriculum within the Design Technology and Science departments.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Keeping Children Safe in Education and Area Child Protection Procedures.

Main Duties and Responsibilities

- Safeguard and promote the welfare of students and comply with all school policies on child protection, Health and Safety, confidentiality and data protection.
- Participate in the Appraisal process and undertake any training or professional development activities commensurate with the post.

Design Technology

- Prepare and provide tools and materials as required by subject teachers prior to lessons, and clear away resources, tools and materials after use.
- Offer technical advice, assistance and guidance to DT staff and students, and provide support for teachers during practical DT lessons, as required.
- Support students with their practical skills, non-exam assessment, internal assessment and co-curricular activities as required, to help them progress academically and enhance their love of subject.
- Ensure tools and equipment in the prep rooms and classroom areas are kept in optimum condition and stored correctly. Undertake routine maintenance of tools and machines, as necessary. Monitor and maintain the 3D printers, CNC machines, laser cutters, and the metal and wood lathe.
- Help to maintain the DT rooms as clean and organised spaces, free from hazards. Under the direction of the Head of Department, ensure all Health and Safety requirements are met.

- Keep an up-to-date inventory of tools, equipment and materials in the department. Monitor and maintain stock levels of required components.
- Liaise with other members of the department regarding department activities and prioritise tasks. Assist DT staff in developing appropriate resources for DT teaching and learning.
- Trial new DT projects and procedures as necessary.
- Work as part of the team within the DT Department.

Science

- Maintain, modify, and manage stock control of equipment, chemicals and perishables.
- Prepare and clean apparatus for practical lessons and experiments.
- Assist in testing new experiments and maintaining ongoing experiments.
- Keep inventory and purchase items as instructed.
- Prepare lesson materials, collect apparatus, and set up equipment for practical lessons.
- Assist in demonstrations and practical sessions as requested.
- Communicate with staff regarding equipment use and safety.
- Maintain stocks of materials and assist in purchasing.
- Ensure proper storage and disposal of chemicals and waste materials
- Keep laboratories clean, tidy, and safe.
- Clean equipment, benches, and sinks regularly.
- Update safety manuals and conduct safety checks.
- Manage stock and replace items as needed.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.