



**Richard Challoner School Manor Drive North
New Malden, Surrey KT3 5PE Tel: 020 8330 5947**

DT Technician Job Description -

Line Manager:

- Head of DT Department

Links:

- Year Leaders
 - Subject Leaders
 - Other members of the teaching and non-teaching staff
 - Students and Parents
 - The Governing Body
-

Main Purpose of the Job

To provide essential technical support to the Design & Technology faculty, ensuring the safe and efficient delivery of the curriculum. This includes the preparation of materials, maintenance of specialist machinery, supporting students during practical sessions, and managing the departmental budget and stock to ensure cost-effectiveness.

Key Responsibilities

1. Practical Preparation & Workshop Support

- **Material Processing:** Prepare and process wood, metal, and plastics for student projects and teacher demonstrations.
- **Resource Management:** Ensure all hand tools and equipment are sharp, safe, and ready for use.
- **Instructional Aids:** Develop and manufacture example products, jigs, and fixtures to assist in lesson delivery.
- **Environment:** Maintain high standards of organization in workshops and storage areas; manage classroom and corridor displays to celebrate student work.

2. Direct Student & Teaching Support

- **Practical Instruction:** Support teachers by providing technical demonstrations and supervising students during practical workshop sessions.
- **Adaptive Support:** Modify or adapt tools and equipment for students with additional needs to ensure an inclusive learning environment.

- **Small Group Work:** Lead small groups of students through specific technical tasks or "catch-up" sessions.
- **Enrichment:** Support extracurricular clubs, lunchtime sessions, and school trips/events.

3. Maintenance & Health and Safety (H&S)

- **Machinery Servicing:** Carry out regular maintenance and servicing of power machinery including band saws, lathes, milling machines, circular saws, and sanders.
- **Digital Technology:** Maintain and set up **CAD/CAM** and **CNC** equipment.
- **Safety Compliance:** Record all machinery checks and audits via the school's **Safety Cloud** system.
- **Risk Management:** Maintain up-to-date COSHH documentation, LEV testing records, and risk assessment logs. Ensure locking and isolation systems are functional on all high-risk machinery.
- **Contractor Liaison:** Coordinate with external specialists for advanced repairs and statutory inspections.

4. Administration, Finance & Sourcing

- **Procurement:** Source and order materials, ensuring cost-effectiveness and value for money.
- **Budgeting:** Maintain accurate spending records and monitor the departmental budget.
- **Inventory:** Manage electronic stock control and maintain the department asset register.

Child Protection

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school, which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training, which is regularly updated.

The post holder will:

- Be aware of and work in accordance with the School's Child Protection policies and procedures, raising any concerns relating to such procedures which may be noted during the course of duty
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust. Any breaches of confidentiality must be reported to the Headmaster immediately.
- In accordance with Health and Safety regulations to take reasonable care for the health and safety of themselves and of the persons who may be affected by their activities.
- To comply with all other school policies including all Health and Safety matters, Data Protection, IT, Recruitment, Equal Opportunities - This list is not definitive.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

This job description may be reviewed in light of the developing needs of the school.

Signed:

Date:

Signed:
Sean Maher – Headmaster

Date:

“Doing ordinary things extraordinarily well” – The Venerable Richard Challoner

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