JOB DESCRIPTION

JOB TITLE:	D&T Technician
GRADE/ ROLE PROFILE REF:	Grade C
WORKING WEEKS/ HOURS:	38 weeks; 22.50 hours per week
TIMES WORKED:	8.00am – 4.00pm Monday, Tuesday and Wednesday
BASE:	Technology Department

ORGANISATIONAL ARRANGEMENTS:

Job holder:

Reports to: **DoL - Technology**

GENERAL STATEMENT

To represent RAISE Education Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for RAISE Education Trust employees. Attendance at training courses may be required as part of professional updating.

RESPONSIBILITIES/ACCOUNTABILITIES:

- Maintenance of workshop machinery on a day-to-day basis (e.g. adjusting belts, guards, fabrication, changing bandsaw belts, sander belts).
- Maintenance and running of the laser cutters (e.g. cutting items for colleagues/students, cleaning of laser bed, calibration).
- Maintaining supplies of consumable sundries and stationery to the workshops and ensuring a stock control system.
- Light repairs of workshop equipment.
- Ensuring an effective stock control system for timbers, plastics, metals, electrical and mechanical components and an effective storage system for these and other items.
- Assisting the Head of Department in the preparation of orders for materials.
- Preparation of materials for classwork projects.
- Assisting in the preparation of demonstration models and teaching samples.
- Alert Head of Department re. any Health & Safety concerns.

- Any other duties and directions which may be reasonably given by the Head of Technology.
- Such other duties may be reasonably allocated or directed within the purview of the post.
- Sharpening of chisels, planes, lathe tools.

NOTES

- The School and site is open between the hours of 8 am and 10.30 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
    (a) unpaid leave, or
    (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
    (a) Overtime has been worked by agreement with the Headteacher.
    (b) To attend a special event e.g. graduation.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the DoL – Technology.

Date Prepared:	8th October 2026
Prepared By:	HR
Date Reviewed:	
Reviewed By:	