



# The Royal Liberty School

*'Where boys are ambitious, where boys succeed'*

Head Teacher: Mr L Raftery BSc (Hons), MA, NPQH

---

## Job Profile

**Job Title:** Design Technology Technician  
**Grade:** APTC 3 (point 5-6)  
**Reports to:** Head of Faculty

**Staff Managed – None**

---

### Job Purpose and Context:

In general, duties will be those connected with assisting the running of the school's workshops and design areas and will vary according to the level of teaching being undertaken within the school and the changes in curriculum that occur from time to time.

### Candidate Requirements:

- Good practical skills, knowledge of CAD/CAM and wood working skills is desirable but not essential.
- Must be a team player and have a willingness to learn
- A good communicator
- Someone who is conscientious and enthusiastic
- Must be organised and have the ability to be flexible

### Roles and Responsibilities:

#### Servicing machines and equipment to manufacturer's schedules:

- Setting up of workshop machinery, tools and CAD equipment.
- Ordering and maintaining stock.
- Managing the control of substances that fall under the Health and Safety at Work Act and COSHH regulations.

#### Preparation of Materials:

- Setting up, clearing away and cleaning larger items of equipment in lessons.
- To manage the organisation of the workshop and ensure that all equipment and projects are stored in an organised manner and have a home.
- Maintaining in sound condition:
  - surfaces of benches
  - equipment
  - safety guards
  - workshop fittings
- Stock control - substances that fall under the Health and Safety at Work Act and COSHH regulations.
- Manufacture of jigs, special tools and fittings etc. for curriculum use.
- General maintenance of sharp edge tools in workshops.
- General maintenance of machines and equipment in workshops, on a daily or weekly basis as appropriate.
- Regular service of machines and equipment as specified by manufacturer's schedules.
- Provision of storage and/or display facilities in connection with machines and equipment.

- Temporary oversight of students' in work area in case of an emergency for safety reasons.
- Practical oversight of students who are involved in a project of an experimental nature under the direction of the class teacher. (As a means of providing additional adult support).
- Provide support in the area of specialised areas within the department.
- To be flexible to work across the catering and art departments.

**Health and Safety:**

- To hold the NAAIDT Training Certificate for technicians
- To hold a certificate for each of the machines used on school premises (training provided)
- To take appropriate action to identify and minimise any risks to health, safety and security in the immediate working environment.

**Other Professional Responsibilities:**

- To work in accordance with the values of the school particularly with regard to promoting positive attitudes towards tolerance and respect for other people.
- To work in accordance with school policies and procedures as identified in the staff handbook and school policy folder.
- To take an active role in the School Performance Management system to review own progress and set targets for future development.

**Notes:**

1. The Royal Liberty School has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work and to undertake any appropriate training.
2. The post holder is expected to undertake any appropriate training, including recognised professional qualifications, considered necessary to fulfil the role.
3. The post holder is expected to demonstrate a flexible approach in the delivery of the work. Consequently the post holder may be required to perform work not specifically identified in the job description, but which is in line with the general level of responsibility of the post.
4. This job description will be subject to review with the post holder after one year and may then be reviewed from time to time.

**Signed:** .....

**Date:** .....

**Signed:** .....

**Date:** .....

**(Headteacher)**

The Royal Liberty School is committed to safeguarding and promoting the welfare of children and young people. All adults who work at the school must share this commitment to young people.