

DARRICK WOOD SCHOOL



PART-TIME RESISTANT MATERIALS WORKSHOP TECHNICIAN

Job Description

JOB TITLE:	Part time Resistant Materials Workshop Technician (initially for one year)
GRADE:	Scale 1 point 11
HOURS:	15 hours per week, (3 days) 8.15am to 1.15pm, 38 weeks per year
REPORTS TO:	Head of Department

MAIN PURPOSE OF JOB

To be responsible for the maintenance and repair of workshop machinery and tools for two workshops and a preparation room, e.g. arranging for annual safety checks, sharpening tools etc. The technician must also contribute to the smooth running of the department in terms of preparing materials and providing practical support during lessons when required.

RESPONSIBILITIES AND DUTIES

1. To liaise with the head of department and teaching staff regarding their requirements for lessons.
2. To maintain and service machinery within the department.
3. To maintain, clean and keep up-to-date the service records of all the extraction units within the department
4. To be responsible for liaising with external agencies for the yearly servicing and checking of machinery and extraction units.
5. To be responsible for the sharpening and maintenance of all hand tools within the department.
6. To be responsible for the weekly machine check and record as per Department Policy.
7. To assist in the running of the materials preparation room and storage area and ordering stock when required.
8. To supervise and assist pupils using machinery as part of their practical work.
9. To be responsible for the annual stock take and updating stock records.
10. To rack centrally kept tools and equipment for maximum workshop efficiency.
11. To undertake any other duties as may be reasonably required.