**Job Description**

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| **Job Title:** | **EDT Technician** |
| **Employer:** | **Dollar Academy** |
| **Job Summary:** | To support effective teaching and learning through the efficient, effective and safe deployment of EDT resources. |
| **Key Responsibilities and Duties** | **Preparation of materials and equipment for EDT lessons**   * Organising technical support to the EDT Department by preparing equipment and materials for staff and pupils * Maintaining machine and hand tools to a safe standard. * Provide technical advice to pupils and support to staff during lesson times as required * Be proficient in using various CAD/CAM machines, such as the laser cutter, 3D printers and CNC Router * Returning equipment, resources and chemicals to storage as soon as practicable * Repairing damage or arranging for repairs of equipment * Reporting faults in the workshop and classrooms * Constructing resources as required * Purchase of sundries from local suppliers   **Ensuring a healthy and safe working environment for staff and pupils**   * Carrying out risk assessments for technician activities * Ensuring the department keeps up to date with health and safety requirements and development in practical techniques by ensuring that relevant literature is available and by attending relevant courses * Ensuring risk assessments for tools and equipment are up-to-date and readily available * Sharing health and safety requirements to teachers, and supporting teachers in providing advice to pupils, if required * Advise pupils using workshop tools and machines as to safe working practice, as required, during lessons * Safe disposal of waste materials * Carrying out regular safety checks on equipment * Organising, storing and checking the condition of machines, tools and equipment * Routine maintenance of the practical areas and their equipment and services * Maintaining the Prep Room (and other areas that cleaning staff are not allowed to clean) as a safe, clean and organised workspace. * Routine maintenance of pupil PPE such as aprons and safety specs.   **Assist in the design, development and maintenance of specialist resources and long-term projects**   * Involved in the design, construction and modification of resources for teaching and learning * Where appropriate, trial procedures and demonstrate new techniques/equipment to teaching staff * Maintain storage and display areas for pupils’ work and other materials * Preparing resources such as soldered circuit boards for use within classrooms   **Responsibility for resources**   * Ensuring that the department’s resources are maintained to required standards * Maintain inventory of resources * Keeping of stock records; including stock taking and figures * Provide advice on the purchase of materials and equipment and ordering of stock in agreement with the Head of Department * Administration of departmental purchases * Organisation of class paperwork: booklets, pre-printed laminated cards etc   **Miscellaneous**   * Attending department meetings * Participate in training and development as required * Responsible for promoting and safeguarding the welfare of any children or young person during employment at Dollar Academy * Undertake any duties commensurate with grade |

**Person Specification**

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| **Qualifications** | * Educated to National 5 level in relevant subjects * Relevant qualifications relating to the workshop environment |
| **Knowledge and Experience** | * Experience with fixed workshop machinery. * Experience working with wood in a workshop environment. * Experience working with CAD/CAM such as CNC router, laser cutter, 3D printers is desirable. * Experience of a similar type of role in either education or engineering. * Knowledge and understanding of Health and Safety best practices. * Knowledge of how to undertake COSHH and other specialist risk assessments. |
| **Skills and Attributes** | * Machine operating skills. * Effective oral and written communication skills. * Good organisation and personal management skills. * Able to use own initiative to solve problems. * Ability to plan, prioritise and organise work to ensure objectives are achieved on time. * Effective time management. * Proficient in Microsoft Office. |