**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
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**Person Specification**

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| **Qualifications** | * Educated to National 5 level in relevant subjects
* Relevant qualifications relating to the workshop environment
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| **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.
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| **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.
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