

REIGATE COLLEGE

Job Description for a Design and Technology Technician

Name

Responsible to: Head of Product Design & Engineering

Job Purpose: To work as a member of a team providing a technician service in the Product Design & Engineering Department

Job Responsibilities

1. To prepare materials and solutions and set up, maintain, check and clear away equipment for us in practical lessons.
2. To be responsible for the general maintenance and cleaning of apparatus and equipment and basic maintenance of general workshop services and facilities. To report faults to the Head of Product Design & Engineering and the Premises Team.
3. To assist with practical lessons as directed by teaching staff.
4. To participate in the organisation and storage of equipment and materials.
5. To participate in the preparation and setting up of materials and equipment for use in coursework and assessments including CAD/CAM.
6. To participate in the maintenance of satisfactory standards of safety and security.
7. To cover lessons in the absence of the teacher, for which additional payment will be given.
8. To participate in the College Open Evenings and Department Exhibitions (usually annually), for which time off in lieu will be given.
9. To assist in the operations of internal and external assessments, including examination invigilation.
10. To undertake any other particular duties which may be reasonably assigned to you by the Principal or Head of Product Design & Engineering from time-to-time.

Person Specification

The person appointed is expected to have:

1. A general awareness of the purpose of the College and an understanding of the environment in which it operates.
2. An awareness of the needs of students in 16-19 age range and ability to form good working relationships with them.
3. Ability to prepare wood, metal and plastics.
4. Ability to use hand and power tools.
5. Good interpersonal, communication and organisational skills.
6. A knowledge of safe working practices within a Design & Technology workshop including the use of hazardous equipment and tools.
7. Ability to prepare and maintain a range of tools and equipment.
8. Ability to establish positive relationships with students, including those with special educational needs.
9. Ability to maintain accurate work records and inventories.
10. Ability to work effectively as part of a team.
11. Good IT skills and the willingness to learn Design and Manufacturing (CAD/CAM) packages and Microsoft Office.
12. A recognised First Aid qualification or the willingness to undertake one.
13. An awareness of the need for personal development, both as a member of a team and as an individual.
14. Evidence of a commitment to equality of rights and opportunities.

March 2026

NJC

Signed:
Post Holder

Date:

Signed:
Head of Department

Date: