**Job Description**

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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| Post | CDT Technician |
| Grade | Scale 337 hours per week46 weeks per year |
| Responsible to | Principal and Registrar |

Purpose Of the Job:

To work as part of a support team in helping the school in attaining its aims and objectives by providing timely and effective assistance to all teaching staff in the Department in discharging their curricular responsibilities to students throughout the school, including candidates undertaking special projects as assigned.

Main Objectives

1. Servicing machines in all areas, workshops, studios and machine shops.
2. Keep records of all servicing and/or replacing spare parts.
3. Preparation of material for individual lessons in wood, metal, plastics, electronics, pneumatics and computer control.
4. To sharpen and prepare all hand tools and equipment on a monthly basis.
5. To service all portable power tools and keep them within safety regulations with regard to electrical cables, plugs and working parts such as cutter blades, chucks etc.
6. To ensure the proper maintenance of all equipment, that it is kept clean and ensure that specific statutory inspections of specialised equipment are carried out in accordance with relevant regulations.
7. Maintain departmental fixed asset register.
8. Ensure that the requisite Health & Safety Regulations and Codes of Practice are complied with for the safety of staff and students reporting any faults and to place out of action notices on machines.
9. Ensure stock levels are maintained and stored in a safely and securely . Receive, check and stack orders.
10. To set up examinations and prepare materials for them.
11. Periodically clean out dust extraction unit into bags and disposing of rubbish.
12. Pugging clay in pottery.
13. Kiln packing/glaze preparation.
14. To clear and tidy workplaces and preparation areas after each lesson and at the end of the day.
15. Construct teaching materials and aids.
16. Assist members of the teaching staff to demonstrate practical techniques.
17. Any other duties relevant to the post.