

JOB DESCRIPTION AND PERSON SPECIFICATION

<p>Job Title: Technician – Technology</p>	<p>Grade: D (points 6 – 8)</p>
<p>Job Family: Educational Support</p>	
<p>Overall Purpose of Job:</p> <p>As the Technician for the Technology department, you will work closely with the Head of Department to support teaching and learning by ensuring equipment and resources are prepared and in good working order to facilitate effective lessons on a daily basis.</p>	
<p>Main Responsibilities</p> <ol style="list-style-type: none"> 1. You will liaise regularly with the Head of Department. 2. You will prepare materials in advance of lessons and assist with practical demonstrations and activities as required 3. You will complete basic maintenance and setting up of workshop tools and machinery. 4. You will support staff in the use of ICT, including CAD/CAM. 5. You will organise, maintain and monitor all technology tools, machines and equipment. 6. You will order resources and stock. 7. You will maintain an inventory and management of materials and stock. 8. You will use heat treatment facilities such as brazing, welding and casting. 9. You will report faulty machinery and liaise with contractors where appropriate. 10. You will maintain up to date and interesting classroom displays. 11. You will complete Health and Safety audits and provide advice to staff. 12. You will organise sales to students, where required. 13. You will ensure the safety of equipment, workshops and preparation areas 14. You will maintain accurate inventories of departmental resources. 15. You will assess future stock requirements and place orders as required for departmental resources and stationery. 16. You will carry out routine maintenance and minor repairs within the department and liaise with the Site Team regarding more serious maintenance issues. 17. You will clean and remove apparatus/equipment at the end of each lesson. 18. You will review and reorganise the storage of apparatus/equipment on a regular basis. 19. You will take an active role in ensuring all Health and Safety procedures are met. 20. You will liaise with other departments and outside agencies in line with the Academy Development Plan. 21. You will participate in appropriate meetings relevant to the above duties. 22. You will carry out Portable Appliance Testing (PAT) of all electrical equipment in designated areas. 23. You will carry out Fire Marshall duties in the case of Fire and/or Emergency Evacuation. <p>General</p> <ol style="list-style-type: none"> 24. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay. 25. You will participate in training and other learning activities and performance development as required. 26. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking. 27. You will ensure strict confidentiality in all areas of work. 28. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR). 	

29. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
30. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
31. You will always comply with the Trust's policies and procedures.
32. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Knowledge, Skills and Experience

Essential

- GCSE Grade C/4 or above, or equivalent, in English and Maths (C)
- Previous experience within a Technology related role (A/I)
- Willingness and ability to obtain and/or enhance qualifications and training for development in the post (A/I)
- Interest and ability to motivate young people in technology related subjects (A/I)
- Excellent communication and listening skills (A/I/R)
- Working knowledge of standard ICT packages (word processing, email, and spreadsheets) (A/I/R)
- Ability to prioritise and manage own workload to meet appropriate deadlines (A/I/R)
- Efficient and effective organisational skills (A/I/R)
- Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues (A/I/R)
- Ability to work constructively as part of a team (A/I/R)

Desirable

- Previous experience of working with young people preferably in a school setting (A/I)
- Understanding of Academy child safeguarding procedures (A/I/R)
- Emergency First Aid or First Aid at Work qualification (C)
- Portable Appliance Testing (PAT) qualification (C)
- Fire Marshall training (C)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

Behaviours

- Proactive
- Organised
- Team Player
- Flexible
- Attention to detail
- Clear communicator
- Reliable
- Trustworthy

Contacts and Relationships:

Managers - in regular contact with Principal, senior leaders and teachers in the academy.

Support Staff – in regular contact with support staff involved with administration, finance, cleaning, site staff and health and safety.

External – in contact with contractors and suppliers as required.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list check.