



## **JOB DESCRIPTION**

**Job Title:** Technology and CPA Technician

**Accountable to:** Head of School

**Responsible to:** Curriculum Team Leader

### **Job Purpose**

- To provide support for the DT/Art Faculty in enabling student learning to the highest standard and participate in the maintenance of satisfactory standards of health, safety and security when working with and handling equipment and materials throughout the department
- To ensure that the workshops are appropriately managed and prepared at the start of each lesson, and undertake, where appropriate, routine demonstrations and class experimental work and support for student engagement in practical activities

### **Main Duties and Responsibilities**

1. To prepare for, and clear away after, practical classes including reclamation of ingredients, parts, and materials as necessary, checking of equipment and cleaning of work areas including the ovens
2. To assist students and teaching staff during practical classes, including demonstration of skills, techniques and equipment, provision of advice etc., at an appropriate level
3. To prepare ingredients for food technology lessons and assist in the preparation of food
4. To assist teaching staff as directed in the preparatory work for examinations
5. To fabricate or prepare teaching aids and displays, including recording and showing of programmes, setting up of audio visual equipment
6. To undertake ordering duties, including the receipt and issue of materials and equipment, and assisting in the completion of associated administrative and clerical work (e.g. preparation of orders, clearance of invoices, and records of expenditure)
7. To ensure that storage rooms and work areas are in a clean and tidy condition
8. To regularly check and stock First Aid boxes or replenish as necessary
9. Workshop check; to include returning tools to racks, tidying materials and storage areas
10. To undertake any other duties that are deemed to be within the remit of this post

### **Other Duties**

1. Be aware of and comply with all UST / school policies and procedures especially those relating to safeguarding, health and safety, confidentiality and GDPR / data protection.
2. To participate in performance management.
3. To take responsibility for own continuing professional development.
4. Support and maintain collaborative, productive working relationships with all staff and professionals from outside agencies to support students learning and well-being
5. To attend training and development sessions, as appropriate
6. Undergo Basic First Aid training and update courses, as required

The job description should be seen as enabling rather than restrictive and will be subject to regular review as part of performance management.