**Job Title: Technology Technician**

**Location:** Finham Park School

**Grade:**  4

**Hours:** 35 hrs per week TTO + 1 weeks

**Job Purpose**

Under the direction of the Head of Technology to provide technical support and advice to staff engaged in the teaching of Technology.

**Description of Duties and Responsibilities:**

1. Provide support to staff and students in the workshops as required.
2. General care of teaching areas including the inspection of benches, hand tools, machines, computer equipment & other ancillary equipment, undertaking minor repairs to machine and hand tools where required, including servicing and replacement of parts.
3. Operation of machinery such as band saws, drilling machines and lathes (for which appropriate safety training will be provided as required) in order to prepare practical teaching resources for staff and/or students.
4. Grinding, sharpening and general maintenance of cutting blades for machine tools, hand tools and equipment.
5. Operate an efficient system for stock control, storage, security marking, transportation and distribution of all materials, equipment and stationery used in the Technology facility.
6. Preparation, construction and retrieval of materials and equipment for lessons, activities and examination work in Technology rooms including testing and developing new practical work as required particularly in the use of CAD/CAM to support lessons.
7. Assist with the preparation and construction of visual aids including mounting, display of work, the use of reprographics and audio visual equipment and the development and production of specialist equipment including room layout and construction.
8. Use and develop CAD/CAM to ensure students and staff are supported in the production of high quality manufactured outcomes.
9. Develop a knowledge and working understanding of existing and future ICT software.
10. Support IT Technicians to ensure all new software, hardware and external devices are installed correctly as well as them being maintained accordingly.
11. Ensure compliance with all relevant Health and Safety standards in all working areas and that all equipment is safe before issuing to students or staff for use.
12. Ensure safe storage of tools, equipment and materials in particular the safe storage and disposal of hazardous materials.
13. Advise students and staff on the safe operation of tools and machinery ensuring that the relevant safety notices are displayed where appropriate.
14. Complete risk assessments within the Technology department and maintain central records of other Health & Safety related issues.
15. Represent the Technology department on the schools’ Health & Safety Committee and report back any issues to staff within the department.
16. To provide first aid cover to students and staff when required.
17. To have knowledge of and comply with the schools safeguarding procedures to ensure no unauthorised visitors enter the schools premises

And such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.

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All duties and responsibilities must be carried out with due regard to the School’s Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School’s Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible to: Subject Leader of Technology & Technical Services Lead**

**Responsible for: Food Technology Technician & Art Technician**