**JOB DESCRIPTION**

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| **Job Title** | Technology Technician (Soft) |
| **Reports to** | Head of Technology  School Business Manager |
| **Liaison with** | Head of Food and Catering, Teaching staff, Support staff, Senior Leadership Team and Students. |
| **Job Purpose** | To work under the day to day supervision of Technology class teachers, providing an effective support service to the Technology Faculty. |
| **Core Duties & Responsibilities** | **Management of Resources**   * To manage resources of the faculty including stock maintenance and ordering for aspects of ‘soft’ technology * To help organise materials and ingredients to cover work during staff absence   **Care and Maintenance**   * To ensure stockrooms /classrooms / preparation rooms / catering kitchens / server and restaurant are safe and well-ordered * To maintain equipment and keep in good, clean, working order advising the class teacher of any problems   **Classroom Support**   * To prepare stock and prepare teaching aids, equipment and ingredients required for practical lessons and examinations/assessments * To assist in the preparation of classroom demonstrations within all areas of ‘soft’ technology * To support class teachers in the teaching and learning within the classroom under the class teacher’s supervision * To supply students with equipment, advice and basic skills, offering offer other technical advice to staff and students as appropriate   **Health and Safety**   * To carry out regular hygiene and cleanliness checks, ensuring that equipment is hygienic and safe * To ensure all the first aid boxes within the Technology Faculty are replenished * To attend Health and Safety training as required   **Other**   * To provide support for occasional afternoon, evening and school functions |
| **General** | * To be committed to safeguarding and promoting the welfare of young children and young people in line with the Governing Body’s expectations of all staff and volunteers * To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace * To ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy * To respect confidentiality at all times * To be familiar with the school’s policies, procedures and working practices and adhere to them as appropriate * To undertake any training and development commensurate with the post * To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager   The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.  ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.*** |

Post Holder signature .................................................................... Date ………………………………….……………..

Post Holder name (in capitals)………………………………………………. Date………………………………………………….

Headteacher signature ................................................................. Date …………………………………………………

*Please return a signed copy of your job description to the Headteacher for retaining in your personal file*.