



Job Description & Person Specification

Technology Technician

Grade 3 SCP 6-11 £20,043 - £22,129 pa FTE

Actual salary range after pro rata: £17,067 - £19,437 pa

Full-time, 36.66 hrs per week, term time plus 2 weeks

Purpose of Post

To provide support for the high-quality teaching within the Technology department, through the preparation of materials and equipment for practical work and coursework in Technology related subjects (Catering, Design & Technology and Construction), the maintenance of resources, and active support of teaching and learning in the classroom. To provide a safe and effective working environment for students and colleagues.

Reporting to

Head of Technology

Key Tasks and Duties

Classroom & Workshop Servicing and Support

1. To ensure that all equipment required for technology related subject lessons is suitably maintained, stored safely and accessible including materials.
2. Prepare materials, equipment, foodstuff and tools required for demonstration and practical work/lessons.
3. Prepare mortar and maintain training mix to ensure it remains workable over time.
4. Clearing away, cleaning and storage of all equipment and stock, keeping workshops, storage and preparation rooms and classrooms clean and tidy.
5. Carry out basic repairs and obtain estimates for more complex work.
6. Undertake safety checks to the required standard in line with deadlines.
7. Organise external safety checks and maintenance for equipment in line with deadlines.

Technical and Learning Support

1. Give practical demonstrations as required to students across design technology curriculum areas and supervise practical work/assessments as required.
2. Under the guidance of the teacher, support individual or groups of students during practical aspects of design technology and catering curriculum areas, promoting the development of students' confidence. Give feedback on progress to the teacher, as requested.
3. To work with the teaching staff to maintain and improve the effectiveness of practical lessons.
4. Support the effective use of ICT (and CNC where appropriate) in learning activities and develop students' confidence in its use and in CAD/ CAM curriculum options.
5. Supervise deliveries and maintain safe storage and stock rotation of materials within the department and storage areas, e.g. brick, block and associated equipment/tools for construction, wood, foodstuffs, etc.



6. Act as the departmental 'expert user' for equipment and be able to train colleagues and students on safe and appropriate use.
7. Under the direction of the teacher/Head of department, support students with extracurricular projects and lead and co-ordinate these activities including organising and attending out of school trips.
8. Provide guidance and support for the practical needs of the curriculum, including networking with other technicians within and outside the school and appropriate professional bodies.

Health & Safety

1. Ensure safe storage and/or disposal of equipment, materials, chemicals, perishable foodstuffs and liquids, inflammables and waste materials in accordance with school procedures and legal regulations.
2. Ensure the promotion and monitoring of a safe working environment in work areas: including risk assessments, reviewing safety procedures, and distributing safety information for students and colleagues using the workshops, classrooms and preparation / storage rooms.
3. Support the Head of department in reviewing the Health & Safety training programme for the department, assessing and making recommendations for future requirements.
4. Ensure that you remain up to date with relevant health & safety regulations, attending appropriate training as required.
5. Ensure that revised / new regulations and compliance information is/are implemented promptly within the department.

Administration

1. Maintain all relevant information and recording systems: training, cataloguing, filing, inventories, legal records, student records, etc.
2. Posting of notices, e.g. relating to health and safety or equipment / appliance testing.
3. Order goods and services to ensure effective teaching and learning in line with budget and in consultation with the Head of department.
4. Receive and check deliveries and associated invoices. Notify the appropriate person of any discrepancies.
5. Recommend the purchase of specific items of equipment, research costs and seek value for money in consultation with the Head of department.
6. Maintain a computer-based inventory of all departmental apparatus and equipment for technology related subjects, e.g. Catering, Design & Technology, and Construction.
7. Monitor and control an efficient stock control system for the department.
8. Undertake related administrative tasks such as photocopying or assisting with display work, as required.
9. Provide management information as required.

Standard Duties

1. To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold all policies, procedures and codes of practice of the school, including data protection, health & safety and safeguarding / child protection.
4. To take a proactive approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises, keeping departmental assets secure and locking the area appropriately.



5. To participate and engage with workplace learning and development opportunities subject to the school's training plan, working to continually improve own performance and that of the department / school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.
8. To undertake appropriate training and share skills and expertise with others, as required.

Contacts

Students, staff, suppliers / contractors and visitors

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.



Technology Technician		How identified (A / I / T)
Essential		
Qualifications		
NVQ Level 2 or equivalent in a relevant subject		A
Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework		A
Willingness to gain a First Aid Certificate		A
Experience		
Experience of using engineering equipment and machinery, including centre lathes, pillar drills, band & circular saws, as well as experience of CAD/CAM		A, I
Experience of using ICT to support completion of work tasks		A, I, T
Experience of working in a team		A, I
Experience of maintaining accurate records		A, I, T
Skills and Abilities		
Effective interpersonal skills to build effective working relationships with students and staff across the school		A, I
Clear and articulate communication skills to give technical advice and guidance to others both spoken and in writing		A, I, T
Able to work methodically and have attention to detail		A, I, T
Sound analytical skills to investigate problems and recommend solutions		A, I, T
Able to work on own initiative		A, I, T
Excellent organisational skills to manage own workload with competing demands		A, I
Flexible approach to work and the ability to work collaboratively		A, I
Knowledge		
Have a knowledge and understanding of relevant health and safety risks in the design technology area		A, I, T
Willingness to develop own understanding of design technology support requirements, including Catering and construction		A, I
Desirable		
Experience of supporting the classroom teacher with all aspects of the preparation, delivery and clearing up of technology related lessons, including Design Technology, Catering, and Construction		A, I
Relevant qualifications in using various workshop machinery such as saws and drills		A, I
Previous support work within a school or other transferable child-related experience		A, I
First Aid Certificate		A, I
Experience of working within a Catering department		A, I
Experience of using CAD/ CAM packages including laser cutter and 3D printing.		A, I
Experience of assisting to keep financial records and follow financial procedures		A, I
A = Application I = Interview T = Interview		

Any candidate with a disability who meets the essential criteria will be guaranteed an interview.