



## **St Thomas More Catholic Academy & Sixth Form College**

**Part of the Holy Spirit Multi Academy**

*With grace and humility, glorify the Lord by your life*

### **Technology Technician**

**Grade: Pay Scale G Point 11-17 FTE £22,183pa to £24,491pa**

**37 hours per week – Actual Salary £18,543pa**

**39 weeks per year (term time plus one week – teacher training days)**

**Line Manager: Mr A McNeil (Head of Faculty)**

#### **Job Purpose:**

To assist teaching staff in providing students at St Thomas More Catholic Academy with a relevant and effective Technology experience and ensure high levels of achievement. To work with an external consultant on school Health & Safety.

#### **Main Duties and Responsibilities**

##### **Daily/Lesson Preparation**

- Prepare and maintain stock levels as required by the subject teacher prior to lessons
- Ensure hand tools are kept in optimum condition and stored correctly
- Organise extra equipment for lessons
- To carry out machinery pre-use checklists, in order to maintain machine safety (including daily, weekly and monthly checks)
- Regularly maintain the equipment and tools in the workshop and classroom areas
- Empty and clean the dust extraction filters as required by the manufacturer and replace whenever required in accordance with maintenance
- Hoover the workshops to remove dust and debris (including machinery)
- Keep all workshops organised and free from hazards
- To assist technology staff in developing appropriate resources for teaching and learning (including photocopying and document editing)
- Support students with work outside of allotted lessons (Eg during free periods and break)
- Maintain and up to date LEV Logbook for all department extraction
- To arrange work to machinery to maintain compliancy with changing regulation

##### **General**

- Organise materials and tools in the department
- Stock-taking and ordering of materials and equipment
- To maintain and repair faculty displays wherever required
- To maintain and lightly service machinery in accordance with CLEAPSS and manufacturers guidance
- Regular emptying of department bins and waste, disposing of hazardous materials in accordance with local guidance

- To keep and up to date log of COSHH Safety DATA Sheets along with updating COSHH Risk Assessments in accordance with manufacturers guidance
- General maintenance of the faculty, raising awareness to the site team of damage to the building
- To support the PE Department in setting up practical lessons when staff cover is in place
- To monitor and maintain First Aid kits across the Faculty
- Assisting with the Annual Technology Exhibition in creating displays and other materials
- To provide support for the teacher during practical lessons
- Under the direction of the HOF, ensure that all Health & Safety requirements are met (including Risk Assessments and compliancy of annual machine and LEV inspections
- To assist teaching staff in promoting and raising the profile of D&T within and outside school
- To support the development and delivery of Computer Aided Design & Manufacture in D&T
- Work as part of a team within the Design & Technology Department assisting each other as and when required.
- To undertake such other tasks relevant to the work of the Design Technology Department or the needs of the school as they may arise.

### Key Attributes

- Practical/hands-on experience of workshop equipment and procedures
- Ability to show initiative and to prioritise one's own work and that of others
- Ability to work as part of a team and independently
- Confident in the use of ICT is desirable including the use of CAD software (2D Design/ SolidWorks
- A willingness to learn and be trained is more important than existing skill set
- To fully support the Catholic ethos of the school

Your annual performance review is based on this overall job description and with particular emphasis on your individual annual targets. These are set in discussion with your line manager.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The holder is expected to carry out the professional duties of the post as circumstances may require, under the reasonable direction of the Principal.

The Holy Spirit Catholic MAC is an organisation where safeguarding is our prime importance and we are stringent in our approaches to making sure all our children and adults are kept safe and well cared for. We will only appoint staff who can demonstrate that they share this commitment and who can take responsibility for the wellbeing of all children within all of our schools.

The successful applicant will be required to complete an enhanced DBS check prior to taking up this position and to have two fully supportive professional references.