

Job Title: Technology Technician	Pay Scale: PPS4
Normal Place of Work: The Priory Academy LSST	Line Manager: Head of Technology
Role Summary: To provide the Technology department with the resources and materials required to aid in the teaching and learning of the subject within the department. To be responsible for the operation and maintenance of the machinery and equipment in the Technicians office, food room, workshops and preparation room.	

DUTIES AND RESPONSIBILITIES

Key Responsibilities

1. Provision of practical requirements:
 - Working in Design & Technology, Engineering Design and product Design, preparing resources for all classes and ensuring classrooms and cupboards are set for lessons
 - Assisting senior technician with all aspects in the smooth running of department
 - Assisting senior technician in hard technology.
 - Preparing, assembling, setting up, checking, issuing and retrieving materials, components, apparatus, tools and equipment.
 - Organising practical requirements, including storage, providing safe and ready access.
 - Development, substituting and obtaining suitable materials, etc.
 - Checking, monitoring and controlling the use of practical resources.
 - Ensuring safe storage and disposal of chemicals and solvents in accordance with COSHH regulations. Providing advice, assistance and support to students during practical activities
 - Maintaining safety standards in relation to the provision and maintenance of practical resources.
2. Maintenance of facilities and resources:
 - Scheduling and carrying out the maintenance of equipment, tools, apparatus and facilities, including fulfilling statutory requirements.
 - Calibration, checking, fault-finding and repair of instruments and equipment.
 - Developing low maintenance equipment and apparatus, suitable for student needs.
 - Setting up and maintaining any specialist resources.
 - Dealing with hazards e.g. chemical spills, equipment faults.
 - Assisting in PAT testing of all relevant equipment in the department.
3. Organisation and management of practical resources:
 - Setting up and operating systems for the management and control of practical resources, eg stock control, location and availability of materials, chemicals, apparatus and equipment.

- Setting up and operating systems for ordering requirements and for the recording and control of expenditure.
- Co-ordinating the use of practical resources and facilities.
- Ensuring the availability of suitable materials, equipment, etc for practical activities, including discussion with, advice and feedback to teachers.
- Ensuring the observance of safety procedures and safe working practice within the technician service, and also providing advice and support to teaching staff in these matters.

4. Development of practical resources and activities:

- Providing advice regarding the practical needs of the curriculum.
- Contributing to the design of practical activities.
- Costing and providing alternatives.
- Trialing practical activities.
- Developing, designing and constructing apparatus and equipment.

5. Maintenance of a safe working environment and safety standards:

- Maintaining equipment, apparatus, facilities and practical resources to meet safety standards.
- Checking and issuing apparatus and equipment in a safe condition.
- Resourcing to meet safety standards.
- Maintaining safe working practices within the department.
- Maintaining information banks of safety within the department.
- Advising teachers on safety matters.

6. Communication:

- Liaising with all appropriate staff within the school relating to the technician service.
- Liaising with professional colleagues in other establishments, for reasons of professional development.
- Membership of appropriate committees, working groups, etc.

7. Administration:

- Photocopying.
- Filing worksheets, exam papers, etc.
- Assisting with ordering.
- Assisting in maintaining a detailed up to date inventory/asset register for the whole department as laid out in the school finance manual.

8. ICT:

- Organisation and management of resources.
- Providing support in lessons for staff and pupils.
- Booking of suite and resources.
- Maintaining a database for equipment.

This list is not exhaustive and you may be required to undertake any additional duties with the general scope of this role as determined by your line manager.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Technology Technician

		Essential	Desirable	How assessed
	QUALIFICATIONS			
1.	GCSE English and Mathematics Grade A-C or equivalent	X		AF / Cert
2.	Level 2 IT qualification /experience or equivalent	X		AF / Cert
3.	NVQ 3 qualification or working towards	X		AF/Cert
4.	Proficient in the use of email and the internet	X		AF/Cert
	KNOWLEDGE AND EXPERIENCE (UPTO DATE/ CURRENT)			
5.	Confidentiality ability to work with all confidential and sensitive data	X		AF/IV
6.	Experience of working in an education setting		X	AF/IV
7.	Able to prioritise tasks effectively, coping with conflicting demands and displaying flexibility	X		AF/IV
8.	High standards of accuracy and attention to detail	X		AF/IV
	SKILLS AND ABILITIES			
9.	Ability to use IT at a level commensurate with job role	X		AF/IV/AT
10.	Ability to work on own initiative and as part of a team	X		IV/R
11.	Good planning and organisational skills	X		IV/R
12.	Excellent oral and communication skills	X		IV/R
13.	Professional and responsive attitude and behaviour towards colleagues	X		IV/R
14.	Ability to motivate and develop self	X		IV/R
15.	Commitment to equality, diversity and inclusion	X		IV/R

*Key to how skills are assessed:

AF = Skill assessed via application form IV = Skill assessed via interview
 AT = Skill assessed via test/work-related task Cert = Certificate checked at interview
 R = Skills assessed via References

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee.....

Dated.....