

WOODSIDE HIGH SCHOOL JOB DESCRIPTION

POST TITLE:	Technology Technician
REPORTING TO:	Head of Department
LIAISING WITH:	All staff
SALARY/GRADE:	Scale 5
DISCLOSURE:	Enhanced
PURPOSE:	<ol style="list-style-type: none"> 1. To provide technical support to the Technology Department. 2. Duties will be undertaken as generally determined by the Head of Department. The post holder will work closely with all members of the technology teaching staff. 3. The work will be carried out in the Technology department and CAD/CAM classrooms. 4. The post holder will have regular contact with pupils and will be expected to exercise vigilance towards them, especially in matters of Health & Safety.
MAIN DUTIES:	<ol style="list-style-type: none"> 1. To prepare wood, metal, plastics, fabrics and other materials as required by the Technology Teaching staff using appropriate hand or machine tools. 2. To be responsible for tidying, storing and checking of tools and equipment in the department and the maintenance of storage areas. This will include the design and making of necessary racks, tool boards and security systems in these areas. 3. To liaise with the relevant agencies on the repair and maintenance of all equipment. 4. To collect/order, when necessary, tools, materials and other equipment from external suppliers, local to the school, for use within the department. 5. To design and construct models, teaching aids and apparatus. 6. To design and make simple tools and other pieces of equipment for use within the department. 7. To prepare rooms and materials for lessons, demonstrations, displays, exhibitions and examinations. 8. To work with the IT team to set up and maintain computers, printers, and computer controlled machines used throughout the department including the installation of software. 9. To set up and maintain audio visual equipment specific to Technology in consultation with the IT team and Reprographics Technician. 10. To maintain stock records and undertake stock checks. To research and log competitive prices for all consumable goods in the department: namely wood, metal and plastic material but also electronic components and stationary. 11. To prepare technical worksheets and arrange for any photocopying. 12. To carry out regular safety checks on hand tools, machinery and ICT equipment, reporting serious defects to the Head of Department. 13. To undertake, in consultation with the Head of Department, safety audits in the department and to write risk assessments accordingly. 14. To be aware of and comply with the Health and Safety at work requirements specifically relating to the duties of the post. 15. To advise and support teachers and other staff in the design and use of equipment and the use of tools and materials. 16. To carry out any other reasonable duties as instructed by the Head teacher.

Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to present themselves and to act in a professional manner at all times, according to Woodside High School Code of Conduct.

The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is not prescriptive in that the needs of the school may change and this could necessitate revision in the future and amendment at any time, after consultation.

Person Specification

Appropriate qualifications and/or experience to match most of the job description
The ability to work with minimal supervision
Good communication skills
Good interpersonal skills
Understanding of Health and Safety issues of Technology
Commitment to the implementation of the school's equal opportunities policy
Willingness to undertake additional training/staff development as appropriate