

Post Title:	Technology Technician
Accountable to (Line Manager):	Associate Assistant Headteacher – Director of Technology
Responsible to (day to day):	Technology Teachers
Salary Grade:	Grade C
Academy Area:	Technology
Hours of Work:	0.6 (over 3 days a week) 23 hours per week, 39 weeks per year Days and hours to be agreed at interview. Additional Time: To be made up at the direction of the line manager
Start Date:	ASAP

1. Key Purpose of Job

- Provide specialist Design and Technology support, including preparation, and maintenance of Design and Technology resources to support the outcomes of students.
- Provide technician support to the subjects of product design, textiles, motor vehicle, food and catering and graphic design.

2. Main Areas of Responsibility

- Use specialist skills, training and experience to support pupils and staff.
- Create and maintain a purposeful, orderly and productive working environment in the workshops (motor, food, textiles, product and graphic design classrooms).
- Ensure timely preparation and use of specialist equipment, resources and materials.
- Assist in administration and dissemination of lessons plans and Schemes of work and prepare materials and equipment for lessons and projects, including material and resource preparation, maintaining classroom consumable stock.
- Be responsible for ordering equipment and resources for the Design and Technology and DT Food department, receive incoming goods, check delivery notes and orders, storage of supplies and confirm invoices.
- Regular maintenance and cleaning of specialist equipment and preparation areas, checking for quality/safety and arranging for others to make repairs and modifications to machinery and equipment. Remove defective equipment from use pending repair/replacement.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials and assist or provide demonstrations of practical tasks in lessons under the guidance of the teacher.
- To assist in the classroom during practical lessons, interacting with students and providing support and guidance to them while being led by the main classroom teacher.
- Provide specialist advice and guidance as required.

- Establish constructive relationships and communicate with others.
- Keep an inventory of all equipment.
- To ensure that all workshops, food rooms and practical areas, along with tools, equipment, computer equipment and materials are kept in an operable and safe manner and ready for use by staff and students.
- In conjunction with the Head of Department ensure the proper implementation of the safety policy and the preparation and application of risk assessments within the department.
- Prepare, provide and return tools, equipment and materials as necessary to enable staff and students to function effectively, including using woodwork machinery such as band-saw, pillar drill and circular saw etc.
- With the Head of department log details of accidents and other incidents and deal with any health and safety defects immediately and report details to the Premises Manager. All paperwork must be filed in the relevant file.
- Ensure that the workshops and equipment are safe for use.
- To control and safely store all chemicals, flammables and specialist solutions and the maintenance of safety signage and zones adjacent to classroom machinery.

3. Other Duties

- In undertaking the above duties, the Health and Safety Policy detailed in the Health and Safety Manual must be followed.
- All support staff may be required to assist with exam invigilation.
- To be first aid trained and provide first aid support to students as necessary.

Criteria	Essential	Desirable	Method of Assessment
Qualifications	Minimum of GCSE – C Grade or equivalent in English and Maths	Relevant Administration qualifications	Certification
Experience	Working in a technician environment Ordering and distribution of deliveries Use of electronic financial ordering systems Liaison with suppliers	Previous experience as a school technology technician	Application, Interview / References
Skill	Technology skills related to the role (e.g. use of machinery, motor vehicle apparatus, textiles/food related materials) Good level of IT literacy particularly in the use of MS Office products and database systems Good practical skill ability, such as working with materials and food Good organisational skills with the ability to co-ordinate processes Good oral and written communication skills Ability to work to tight deadlines and be able to re-prioritise at short notice	Ability to negotiate and resolve concerns and complaints	Application, Interview / References
Knowledge	Understanding of technology related courses and practical skills related to the role		Application, Interview / References

Roles and job descriptions are subject to an annual review.

Signed:.....Headteacher

Date:.....

I agree to the terms and conditions outlined above

Signed:.....

Print:.....

Date:.....