



Job Description – Technology Technician

Job Title: Technology Technician

Responsible to: Headteacher, Head of Technology & Art, Technology and Art Teachers.

Salary: Band 2

OVERALL RESPONSIBILITY

- To prepare and maintain equipment and teaching areas for specialist classes.
- To ensure a safe environment.
- To support teachers in practical classes.
- To help pupils to gain the most from learning experiences.
- To carry out administrative and other tasks related to the smooth running of the Department.

SECTION 1 – DUTIES Supporting Staff and Liaison

1. Work closely with teaching and support staff to support their requirements.
2. Liaise with outside suppliers and agencies.
3. Assist teachers in the delivery of Technology & Art lessons.
4. Support staff in using tools, equipment, processes and materials, in order to assist learning in the classroom.

Supporting Pupils

1. Support pupils with the selection and use of tools, equipment, processes and materials.
2. Provide advice during the design and manufacturing stages.
3. Deal with, or report as appropriate, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
4. Demonstrate the use of equipment, tools and processes to individual and groups of pupils.

Managing Equipment

1. Maintain and repair tools and equipment.
2. Prepare materials/ingredients when required.
3. Keep an up-to-date inventory of tools, equipment and materials.
4. Liaise with the PAT Tester to ensure electrical safety tests are carried out as appropriate on portable electric equipment.
5. Organise the annual machine maintenance and safety inspections.
6. Keep a log of any faults and repairs carried out.
7. Order stock and equipment as advised by the Head of Department.
8. Check deliveries and distribute stock to the required areas.
9. Maintain well organised and efficient preparation and storage areas i.e. to sanitize fridges in the food rooms each week, to check/dispose/manage food ingredients stored in food room, to repair cooking equipment for practical lessons, to ensure cleaning materials are restocked each week.

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Health and Safety

1. Undergo Basic First Aid training and update courses.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety & Welfare.
4. Report any misuse of tools, equipment and materials and incidences of misconduct.
5. Remove from use any equipment that is deemed unsafe.
6. Provide ongoing advice on the recommended Health & Safety guidelines for Technology & Art.
7. Ensure that all pupils follow the correct Health and Safety procedures, e.g. wear the correct protective clothing.

Continuing Professional Development

1. Work within the performance management process of the School, to evaluate and improve performance and take full advantage of the training and development available.
2. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.
3. Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

Review

This job description is not necessarily a comprehensive definition. It will be reviewed annually and when appropriate. It may be subject to change or modification at any time after consultation.