

Technician –Technology Job Description

Job Title:	Technician Technology
Responsible to:	Principal Head of Department
Job Purpose:	To support the teaching of technology, working with delegated authority and under the overall direction of the Head of Department. Provide technician support and advice service and meet health and safety standards and the requirements of classes involved.
Salary:	Scale 3 , SCP 5-6 £16,630 to £16,894 actual
Hours:	28 hours per week – Term Time, plus 5 Inset Days Monday to Friday – hours to be agreed with line manager

Main responsibilities –Technology Department:

Coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the curriculum, including liaising with teaching staff and support staff outside the department. This is likely to include:

- Be responsible for the correct use and safekeeping of hand tools, small items of equipment and low-cost materials
- Carry out routine maintenance to machinery and hand tools
- Check and maintain extraction systems on a regular basis
- Preparing, assembling and adapting machinery/equipment and resources
- Obtaining materials, monitor and maintain necessary stock levels
- Maintain preparation and storage areas in clean and tidy condition
- Assist in practical lessons and carry out demonstrations, providing appropriate advice
- Giving technical advice to teachers, asst technicians, pupils/students
- Instruct pupils/students on the use of machinery/equipment and assist them with their operation.
- Disposal of waste materials (in accordance with current legislation)
- Carrying out risk assessments for technician activities
- Specialist materials and extension level training as appropriate
- Occasional administrative duties e.g. photocopying, filing, printing
- To hold a first aid certificate

Ensure the maintenance of a healthy and safe working environment through:

- Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources.
- Keeping up to date with current procedures and practices through continuing professional development.
- The provision of technical advice and support on health and safety issues to teaching and technical staff.
- The safe storage and maintenance of machinery/equipment and resources and responding to actual or potential hazards.
- The healthy and safe accessibility of machinery/equipment and resources.
- Contribute to the design, development and maintenance of specialist resources, including machinery and equipment.
- Constructing and modifying machinery and equipment.

- Support the Head of Department to ensure the availability of suitable equipment/resources, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of stock.
- Under the overall guidance of the Head of Department, ensure the routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.

Other

- To always support the Catholic ethos of the Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Multi Academy Company policies & procedures.
- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- Other duties as may be determined from time to time within the general scope of the post.
- Duties and responsibilities outside of the post will only be required with the agreement of the post holder.
- The Multi Academy Company reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.
- The Multi Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Multi Academy Company in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Multi Academy Company to reflect or anticipate changes in the job commensurate within the grade and job title.

I have read and understand the job requirements, responsibilities and expectations set out in this job description.

Signature: _____ Date: _____

Print Name: _____