



Job Description

POST TITLE:	Technology Technician
GRADE:	4
HOURS OF WORK:	25 hours per week (Term Time only)
RESPONSIBLE TO:	Head of Art and Technology
PURPOSE OF THE JOB:	To support the teaching staff to ensure the smooth running of the Technology Department.

MAIN RESPONSIBILITIES:

1. Support for the Technology Department

- Ensure an efficient service is provided for the Technology Department, according to the needs and priorities determined by the Teachers of Technology/Head of Department.
- Ensure that all equipment and machinery is adequately maintained and serviced regularly in order to support delivery of the curriculum.
- Ensure that adequate stock levels of materials and equipment are maintained.
- Prepare materials and equipment for use by students during practical lessons, throughout the faculty.
- Assist with the preparation of teaching resources.
- Ensure that specialist teaching areas are cleared after use and all equipment is cleaned as necessary and put away.
- To be an active member of the Technology Department, keeping up-to-date with developments.
- To provide support in lessons.

2. Support for the school

- Develop and maintain effective working relationships with staff and students.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.

3. Ensure that the requisite Health & Safety regulations, Codes of Practice, and School Policies are complied with for the safety of staff and students. Undertake any necessary training, as required.

4. Undertake any other duties consistent with the post as directed by the Teachers of Technology/Head of Department, including supporting the wider school community, as required.

GENERAL NOTES:

- These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
- These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Hampton Academies Trust 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 required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).



Person Specification

POST TITLE: Technology Technician

Criteria	Essential	Desirable
Educational Qualifications	➤ Good educational background	➤ Technology related qualifications ➤ Qualifications relevant to resistant materials / working in a workshop
Experience	➤ Experience of working in a practical environment ➤ Some practical workshop experience or good DIY knowledge and experience	➤ Experience of working in a school or college ➤ Experience of working with young people ➤ Experience working as a Technology Technician in the area of Resistant Materials ➤ Experience working with a range of workshop tools and machinery
Skills/Abilities	➤ Some workshop / DIY skills ➤ Ability to communicate with people at all levels ➤ Good interpersonal skills ➤ Good ICT skills ➤ Ability to multi-task ➤ Ability to work in a methodical and well organised way ➤ Ability to prioritise workload and keep to deadlines ➤ Ability to work on own initiative and as part of a team ➤ Ability to adapt to change ➤ Ability to learn quickly ➤ Ability to work under pressure ➤ Willingness to learn new skills	➤ Skills working with a range of different materials (e.g. cutting, building, fixing, repairing) ➤ Skills working with workshop machinery and tools
Knowledge and Understanding	➤ Broad understanding of H&S in the workplace ➤ Some knowledge of working in a practical workshop environment or undertaking DIY activities ➤ Some basic knowledge of working with workshop tools and machinery ➤ Appreciation of absolute confidentiality of information received in school ➤ Ability to problem solve	➤ Robust knowledge of H&S requirements of working in a practical workshop environment ➤ Knowledge of H&S requirements within a school

Other Requirements	➤ A keen interest in working in a workshop setting and/or undertaking DIY activities ➤ Meticulous and methodical with the ability to follow strict H&S guidelines ➤ Confident working with adults and young people ➤ Flexibility and a willingness to change/work additional hours when required to meet the requirements of the school ➤ Willingness to undertake training, as required ➤ Willingness to take a full and active role in school life	
Safeguarding Competencies	➤ Commitment to promoting and safeguarding the welfare of all staff and students ➤ Demonstrates empathy for the concerns of others ➤ Shows respect for other's feelings, views and circumstances ➤ Seeks and uses professional support appropriately ➤ Can demonstrate flexibility of approach ➤ Shows a personal commitment towards safeguarding children	