

MATRIX ACADEMY TRUST

Job Description –Technology Technician

Reports to:	Director of Learning
Salary	Scale Group 2
Arrangements	15 hours per week, working 3 days
Main Purpose:	<p>Under the overall direction of the Head of Department, and in accordance with the practices and procedures of the school, assist teaching staff in providing safe areas for students and teaching staff. The Technology Technician will provide technical support to the departments, by the preparation of tools, equipment and materials for lessons.</p> <p>The technician role forms a central part of the work of the department and they will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.</p>
Main Activities:	<ul style="list-style-type: none"> • Preparation and assembly of apparatus and components for demonstration, class practical work, assessments and examinations. To prepare equipment and materials. • To ensure equipment and electrical connections and other materials are left/stored in a safe and secure condition, ready for re-use. • To undertake minor repairs and modifications when necessary and to assist in the construction of apparatus. Being responsible for the safe working of appliances. • Where applicable, to undertake routine 'resource' tasks, as determined by the needs of the Department/Head of Faculty. • To assist in maintaining records of equipment and materials, including inventories and records of breakages. • To inform the teacher in charge of stock to be replaced/ordered. To pack/unpack and check food items/delivered goods. • Monitor and manage stock cataloguing resources and undertaking audits as required • Purchase of consumables from organisations as required within financial procedures. • To clean equipment/machines as directed and to clear out cupboards, drawers, etc. on a regular basis to monitor contents and condition of stock. To assist with stocktaking as required. • To undertake general tasks within the DT department such as portorage and handyperson duties. • Maintain a safe and clean working environment at all times in all DT areas. • Provide support and assistance to the classroom teacher during practical lessons via rotaed timetable. • The cleaning and maintenance of equipment and the cleaning up of spillages during practical activities • To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work. • To contribute to safe working practice in preparation/storage/teaching areas. Assessment of risks for technician activities. • Advising staff on safety issues and trialing practical work where necessary. • To assist in maintaining all safety equipment used by technicians, teaching staff and pupils to the highest standard. • To assist in the safe disposal of residues and outdated stock following approval and advice from senior personnel. Ensuring the safe storage of Technology • To ensure that any debris or spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others.

<p>Additional Duties:</p>	<ul style="list-style-type: none"> • Maintenance of the classrooms and preparation rooms to ensure a clean, safe and orderly environment, including simple DIY work and the checking and maintenance of eye protection. • Work on your own initiative as well as a member of a team. • Plan and prioritise your work effectively in accordance with your timetable. • Assist in the organisation and presentation of the Technology Rooms. • Assist with the supervision of pupils out of lesson times, eg clubs, visits and extra-curricular activities organized by the department. • To ensure that all rooms and equipment are kept clean and tidy and technology room safety regulations are met, including checking equipment for safety, cleaning, and advising pupils on safety aspects of particular practical work. • To keep all technology displays up to date. • To sign off all technology deliveries. • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of, support and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as required. • Participate in training and performance development as required. • First aid to pupils, staff and visitors as required. • To attend First Aid training as required. • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example • To actively support school policies • Any other duties as directed by the Head teacher
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This Job Description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:

Postholder Signature: Date:

MATRIX ACADEMY TRUST
Person Specification – Technology Technician

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
Qualifications		
Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths).	E	A
Any other relevant qualifications e.g. food hygiene, technology.	D	A
Experience and Knowledge		
Experience working in a similar role (or relevant qualifications)	E	A
Computer and keyboard skills and to be able to operate relevant office equipment	E	I
Working within a school or busy environment	D	A/I
Experience working with children of the relevant age range	D	A/I
Experience managing stock control and record keeping	D	A/I/S
Working knowledge of health and safety including food hygiene	D	A/I/S
Understanding of DT environments within a school setting	D	A/I/S
Practical Skills, Personal Qualities and Behavioural Attributes		
Demonstrates a passion for science	E	A/I/S
Ability to create a safe working environment	E	A/I/S
Excellent verbal and written communication skills	E	A/I/S
Good time-management, organisational skills and work-planning	E	I
Effective team worker	E	I
Excellent inter-personal skills, with both children and adults	E	I
Self-motivated and be able to work on own initiative	E	A/I
An ability to remain calm when under pressure	E	I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).