

Job Description
Technology Technician
All Saints' Catholic Voluntary Academy

Specific Duties

Technical and Classroom Support

- Work alongside teaching staff during lessons, providing practical support and assisting with the design, preparation and manufacture of resources, models and materials as required.
- Provide technical support across all areas of the Design and Technology department, including Resistant Materials, Food Technology, Textiles, CAD/CAM and Engineering.
- Prepare, issue, collect and store tools, equipment and materials to support effective teaching and learning.
- Support staff and students during practical activities and demonstrations, providing guidance on the safe and effective use of equipment and materials.
- Modify or adapt equipment and resources to support students with additional needs or physical disabilities where appropriate

Workshops

- Maintain a clean, safe and organised learning environment across all departmental areas.
- Monitor and maintain departmental facilities, equipment and resources to ensure they remain fit for purpose and comply with relevant legislation and regulations.
- Monitor and maintain Local Exhaust Ventilation (LEV) systems and ensure atmospheric dust levels remain within legal limits.
- Carry out routine inspections, maintenance and record-keeping for machinery including band saws, table saws, belt sanders and other workshop equipment.
- Ensure machinery guards are maintained, repaired or manufactured where necessary to meet safety standards.
- Conduct routine inspections of workshops, design studios, food rooms and associated storage areas to ensure compliance with health and safety standards.

Food Technology

- Regularly monitor, record and maintain storage temperatures in refrigerators, freezers and food storage facilities in accordance with legal requirements.
- Prepare food ingredients and resources for practical lessons. Manage food stocks, including stock rotation and storage management.
- Ensure food preparation areas, equipment, cookers, refrigerators and work surfaces are cleaned and maintained to a high standard.
- Maintain and annually update allergen information for ingredients and products used by each year group.
- Research food products and ingredients to ensure compliance with allergen legislation, religious requirements and cultural considerations.
- Research and source suitable alternative ingredients where required.

Procurement and Resource Management

- Order and source materials, tools and equipment as requested by teaching staff and the Curriculum Leader.
- Research products, suppliers and alternative materials to secure best value, meet budgetary requirements and support environmentally sustainable practices where possible.
- Maintain an up-to-date supplier database and departmental purchasing records.
- Liaise with the Curriculum Leader and Finance Department regarding quotations, purchase orders, invoices and deliveries.
- Maintain departmental stock levels and ensure resources are available to support curriculum delivery.

CAD/CAM and Digital Technologies

- Support the operation, maintenance and effective use of CAD/CAM/CNC equipment and software.
 - Assist with the acquisition, installation, commissioning and maintenance of specialist equipment including: Laser cutters, CNC routers, FDM 3D printers, Resin 3D printers.
- Report faults to the Curriculum Leader and external service providers where appropriate.

- Review and prepare student files for laser cutting and other CAD/CAM processes to minimise waste and maximise efficiency.
- Following appropriate training, operate specialist machinery and provide training and support to colleagues on its safe use.
- With the Curriculum Leader research developments in educational technology for suitable equipment and software that comply with CLEAPSS guidance.
- Check the condition of ICT equipment including computers, screens, printers and the department's computer suite, reporting concerns to the ICT Manager.

Maintenance and Compliance

- Ensure planned maintenance programmes are completed, recorded and monitored.
- Assist in conducting and reviewing risk assessments across departmental areas.
- Carry out routine and minor maintenance tasks within the department as required.
- Ensure storage areas comply with school policies, health and safety regulations and manufacturer recommendations.
- Maintain accurate maintenance, inspection and compliance records.

Health and Safety Responsibilities

- Work with the Design and Technology team to promote and safeguard the welfare of students, staff, visitors and contractors.
- Ensure all activities are carried out in accordance with the Health and Safety at Work Act 1974 and associated regulations.
- Identify hazards and risks, implement control measures and provide appropriate warnings where necessary.
- Promote safe working practices throughout all departmental areas.

COSHH Responsibilities

- Ensure full compliance with the Control of Substances Hazardous to Health (COSHH) Regulations.
- Monitor, store and manage chemicals and hazardous substances safely.
- Maintain legally required records for dangerous substances, including flammables, solvents, alcohols and poisons.

- Ensure hazardous materials are securely stored, regularly monitored and disposed of in accordance with current legislation.
- Obtain disposal licences or arrange specialist disposal services where required.
- Ensure all users are aware of safe handling procedures and appropriate control measures.

Administration and Record Keeping

- Operate and maintain an effective stock control and ordering system.
- Prepare requisitions, obtain quotations and provide purchasing information to the Curriculum Leader.
- Verify and process deliveries, invoices and receipts.
- Maintain an accurate departmental inventory and asset register.
- Monitor inspection schedules and maintenance records for safety equipment, including eye protection and PPE.
- Keep informed of regulatory developments and ensure departmental compliance.
- Provide administrative support including photocopying, printing and document preparation.
- Maintain records relating to materials, equipment, health and safety checks, COSHH requirements and risk assessments.
- Assist in creating and maintaining departmental displays and exhibition materials.

Professional Development

- Undertake all training required to fulfil the role effectively.
- Maintain appropriate professional qualifications and certifications, including:
 - DATA Health and Safety Training (every five years)
 - Food Safety Level 2 Certification (renewed every two years)
- Participate in continuing professional development relating to health and safety, machinery, food technology, CAD/CAM technologies and educational best practice.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by their Line

Manager; the responsibility level of any other duties should not exceed those outlined above.

The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.