

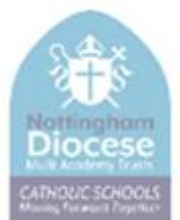
## Technology Technician

### Specific Duties

- To work alongside teachers during lessons and also to assist designing and making during activities as and when required.
- Routine checking of workshop premises and equipment within the design area (workshops, design studios, food room and adjacent areas) to ensure good Health and Safety. Create and maintain a clean and orderly learning and teaching environment
- The ordering and resourcing of materials and equipment as needed/requested. Ensure supplies of appropriate materials and equipment are available for use and any other centrally stocked supplies are obtained.
- Prepare, provide and return tools, equipment and materials as necessary to enable staff and students to function effectively.
- Prepare, maintain and test routine equipment/resources to be used in lessons. Ensure that regular safety checks of machinery across the department is carried out as necessary. Ensuring that all tools are available in good, safe condition for use by staff and students.
- Organise and provide technical support where needed across the department.
- Ensure smooth operation and maintenance of CAD/CAM/CNC equipment and software. Check the condition of ICT equipment and report any concerns to the ICT Manager.
- Use of the laser cutter (after appropriate training)
- Ensure that storage areas for equipment/resources, materials are maintained in accordance with policies and procedures
- Ensure the planned maintenance routine is observed, conducted and recorded whilst risk assessments are kept up to date to ensure a safe working environment. Provide routine and minor maintenance within the design area as required or directed.
- Taking on any training requirements/courses necessary to fulfil the role of a technician within the Technical team

### Health and Safety

Together with the design and technology team, help to promote and safeguard the welfare of students, visitors, support staff and teaching staff for whom you are responsible and with whom you come into contact – ensuring that they are not exposed to hazards (and where, appropriate, provide suitable warnings on any potential hazard that is not immediately obvious).



### **Administration and administrative duties**

- Operate and administer an effective stock control and ordering system, including preparation of requisitions, obtaining quotations for presentation to the Curriculum Leader; checking deliveries.
- Checking and keeping the department's inventory up-to-date.
- Ensure liquids, materials and equipment are disposed of safely and correctly.
- Monitor the inspection and maintenance of safety equipment eg safety goggles
- Photocopying and duplicating.
- Stock control, keeping records and liaising with Curriculum Leader with regard to materials.
- Dealing with invoices, receipts relating to purchases.
- Carrying out risk assessments.
- Setting up and maintaining displays of work.
- To be part of the duty team rota.
- To assist in invigilation when required.

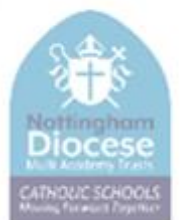
### **Support for students**

Support teaching staff and pupils with practical work and demonstrations giving advice and guidance where necessary, setting out equipment/resources as required modifying apparatus for those students with physical disabilities.

### **Assisting students:**

- Supporting teaching and learning
- Assisting students with their practical work

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.



## Person Specification

Requirements	Essential	Desirable	Demonstrated By
<b>1. Qualifications &amp; Training</b>	Evidence of good basic education, equivalent to 3 GCSEs at grade C or above, including English & Maths		Application Form
<b>2. Experience</b>		CAD experience/skills are highly desirable  Experience in a similar role	Application Form / Interview
<b>3. Skills</b>	Planning and Organising – Ability to develop and implement a schedule of works  Good written & oral communication skills	Skilled in use of Circular saw  Skilled in use of Band saw	Application Form / Interview
<b>4. Knowledge</b>	Knowledge of DT machinery and equipment		Application Form / Interview
<b>5. Management</b>	Able to manage own workload Ability to prioritise Able to show initiative		Interview/Task
<b>6. Aptitude and Personal qualities</b>	Reliable Friendly and approachable Professional Manner Helpful Able to relate well to staff and students		Interview



*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 endeavour 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.*

