

Job Description – Technology Technician

Post Title: Technology Technician
Responsible to: Head of Faculty / Assistant Principal

Role Description: The Technology Technician will provide technical support to all areas of the faculty, by the preparation of tools, equipment and materials for lessons. The Technology Technician will undertake a practical health and safety role for the relevant areas of the faculty. The technician role forms a central part of the work of the faculty and will work closely with teaching staff to support, develop and further extend the work and experiences of the students.

Main Duties and Responsibilities

Support in the Classroom

- Preparation and assembly of apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials
- To ensure equipment and electrical connections and other materials are left/stored in a safe and secure condition, ready for re-use
- Where applicable, to undertake reprographic duties and routine 'resource' tasks, as determined by the needs of the faculty
- To assist in maintaining records of apparatus 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 apparatus and resources
- Monitor and manage stock cataloguing resources and undertaking audits as required
- Purchase of consumables from local shops as required and bulk orders where appropriate
- To clean apparatus 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 assist students in class with work acting as a role model and support in their learning to help develop their skills and enhance their progress
- Provide support and assistance to the classroom teacher during practical lessons
- Work on your own initiative as well as a member of a team
- Plan and prioritise your work effectively
- Assist in the organisation and presentation of the rooms within the faculty
- To attend and participate in relevant meetings as required
- Assist with the supervision of pupils out of lesson times, e.g. clubs, visits and extra-curricular activities organised by the faculty

Maintaining Work Area

- To ensure that technology equipment is kept clean and tidy and that health and safety regulations are met, including checking equipment for safety, cleaning and sterilizing equipment and advising students on safety aspects of particular practical work
- The cleaning and maintenance of equipment (including laundering of aprons etc.) and the neutralisation and cleaning up of spillages, including the cleaning of equipment
- Ensure that equipment is kept clean and that a deep clean is undertaken when required
- Ensure that all equipment is accounted for, in the correct place and replaced where necessary
- Maintenance and upkeep of the construction rooms and advise of any improvements which can be made in this respect
- Assist the classroom teacher in the logging in and out of certain items of equipment as required
- To be responsible for maintaining departmental displays of work both in the technology area and around the school

Health and Safety and Compliance

- To be aware of, and to comply with, all faculty/school instructions and procedures relating to health and safety at work
- To contribute to a safe working practice in preparation/storage/teaching areas
- Advising staff on safety issues and trialling practical work where necessary

- To assist in maintaining all safety equipment used by technicians, teaching staff and pupils to the highest standard
- 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
- To deal appropriately with spillages/debris during practical activities
- Maintenance of the class rooms and preparation rooms to ensure a clean, safe and orderly environment
- To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:
 - Equal Opportunities
 - Data Protection
 - Risk Management

Support for the School

- To assist with practical examinations as and when required
- To invigilate Examinations as directed by the Examinations Officer as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Assist with the provision of out of school learning activities e.g. clubs, extra-curricular activities within guidelines established by the school where possible
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of students
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop
- Liaise between managers/teaching staff and support staff
- Attend regular team meetings and briefings with the faculty and whole staff
- Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Principal

Auditing

- Ensure an up to date inventory is maintained
- Manage school's equipment cleaning audit
- To assist with the production of an annual audit of the equipment

General

- Take responsibility for own professional development, continually keep updated about new initiatives in construction and contribute to the school as a learning organisation
- Manage the effective implementation of project initiatives
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Evening work will be required from time to time to support events for which flexibility in working hours is essential

EQUALITY OPPORTUNITY

The post holder will be expected to undertake all duties in the context of and in compliance with the school's and council's equal opportunities policies.

SAFEGUARDING CHILDREN

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.

Person Specification	Essential	Desirable
Qualifications	<p>Good Standard of Education</p> <p>Experience in relevant discipline or related qualification</p> <p>Willingness to work flexibly when required</p>	<p>First aid qualification desirable</p>
Working with Children and Young People: Safeguarding	<p>Motivated to work with children and young people to ensure they are successful</p> <p>Commitment to, and belief in, the equal value of all students</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>Emotional resilience in working with challenging behaviors and attitudes</p> <p>Use of authority and maintaining discipline</p> <p>Ability to raise self-esteem and expectations of children and young people</p> <p>Experience of working in the Technology or construction industry</p> <p>Have knowledge of Health & Safety regulations/procedures</p>	<p>Experience of working in a school or with young people</p>
Knowledge and Experience	<p>Knowledge and experience of the requirements of safeguarding within schools, including Child Protection</p> <p>Knowledge of volumetric and quantitative technique</p> <p>Understanding health, safety and welfare regulations and best practice</p> <p>Knowledge of particular subject/technical area</p> <p>Knowledge of relevant policies/codes of practice/legislation</p> <p>Ability and enthusiasm to work jointly with colleagues</p> <p>Full working knowledge of relevant polices/codes of practice/legislation</p>	
Skills	<p>Excellent numeracy/literacy skills</p> <p>Excellent IT skills</p> <p>Effective communication skills to be able to develop open and constructive relationships with a wide range of young people and staff</p> <p>Ability to prioritise effectively</p> <p>Ability to relate well to people on all levels</p> <p>Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</p> <p>Ability to identify own and others' training & development needs and co-operate with appropriate individuals to address these</p> <p>Ability to relate well to children and adults</p> <p>Ability to interpret advice/statute and to devise policy/practice in the light of these</p> <p>Good organisation and personal management skills</p>	<p>Experience of using SIMS (school's information management system)</p>
Personal Qualities	<p>Commitment to the safeguarding of children and young people</p> <p>To be organised and efficient</p> <p>Ability to inspire students</p> <p>Reliable and punctual</p> <p>Have a polite, friendly and flexible approach to work</p> <p>To have a good sense of humour</p> <p>To follow instructions</p> <p>To keep calm and professional at all times</p> <p>Interpersonal – common courtesy, tact and confidentiality</p> <p>Working in close proximity to and inspiring and motivating others</p> <p>Willingness to work flexibly when required</p>	
Additional Requirements	<p>Willingness to contribute to the wider aspects of school life</p> <p>Evidence of commitment to professional development</p>	