**St Mary’s CE High School**

**JOB DESCRIPTION**

**Technology Technician**

**Scale:** **H3 Pt 14– 17**

**This post is term time only: 25 or 30 hours**

**Line Managed by: SLT Line manager for Technology T & L Area and & Technology Director**

**Responsible for: No staff**

**Core Purpose of the Role**

1. Promote the safeguarding and wellbeing of all students
2. To support and assist teachers in providing high quality teaching and learning experiences for students
3. To support teachers and students by preparing materials, laying out and clearing classroom before and after lesson delivery
4. To be responsible for maintaining high quality display of Technology & Science in the Teaching & Learning Area and around school
5. Maintain and ensure all machinery, equipment and teaching resources are in good order
6. Promote inclusion and attainment of students to achieve their full potential
7. The post holder will also undertake a practical health & safety role in the T&L Area
8. Provide technical support for whole school events activities as required

9. To uphold and support actively all school policies and the Christian ethos of the school

**Key Tasks & Responsibilities**

**Resources, Equipment and Stock**

* Be responsible for maintaining accurate records and inventory of stock and resources and procuring stock using the school systems. Work with the line manager and teaching staff to ensure current stock levels meet the needs of the Teaching & Learning Area
* To arrange in conjunction with the Finance office, for the regular maintenance and repair of tools, machinery and equipment for the Science & Technology Teaching & Learning Area
* To order materials, resources, tools and equipment via the normal school procedure, as required and authorised by the Science and Technology Director of Teaching & Learning
* To ensure that each all specialist Technology teaching rooms and storage areas are tidy and clean, including the cleaning of sinks, draining boards and resource stores
* To carry out daily visual checks of all tools and equipment before being used by students and staff
* To report all Health and Safety hazards to the appropriate subject teacher or Director of T&L., and the Business Manager
* Ensure appropriate Teaching & Learning area health and safety records are current and accurate. Conduct audits as directed by the line manager
* Maintain “Accident and Near Miss Logs” and refer any concerns to Director and Business Manager
* Ensure that all risk assessments are filed in the Teaching & Learning area’s health and safety file and with the Business Manager and that safe practice follows that detailed in the risk assessments. Alert staff to review dates.
* Maintain the team and working environment and ensure that it complies with all health and safety requirements for technology workshop
* To ensure all potentially hazardous materials, tools and equipment are kept securely and in keeping with health and safety guidance

**Teaching and Learning**

* Prepare for use any teaching resources and equipment as directed by the teaching staff
* Work closely with teaching staff in the classroom during practical activities. Provide support for students as directed by teaching staff during lessons and interventions
* Collate and maintain Teaching & Learning Area records and administration systems as directed by line managers within school policies and procedures e.g. filing resources
* Support teaching staff in the production of differentiated resources to support the learning needs of students including those with Special Educational Needs and those who are more able.
* To undertake copying, production and reproduction of materials and resources for teaching staff and student groups
* To oversee the return of systems and materials to appropriate storage areas, and any systems for hiring/loaning out equipment
* To oversee safe storage of student work for Teaching & Learning Area subjects

**Other duties**

* Undertake training and personal development to maintain at least a good knowledge and understanding of required standards related to health and safety, COSHH and any other relevant body as directed by the line manager, Business Manager or Head Teacher
* Use ICT systems to facilitate support and administration, ensuring up to date knowledge of appropriate systems and equipment
* Provide technical support with the production of resources for whole school and or special events e.g. scenery for plays etc..
* Any other duties and tasks including attending meetings as required, supporting students and meeting the needs of the school. This will include attendance at occasional evening events e.g. Secondary Transition Evening
* To undertake any other duties, appropriate to the grade, as directed which may reasonably be regarded as within the nature of the duties and responsibilities of the post.

As there is a high degree of contact with children, an enhanced DBS disclosure check will be sought for this post as part of pre-employment checks.

September 2014