



## The Bishop Wand Church of England School

<b>Position</b>	Technology Technician	<b>Grade</b>	Surrey S3
<b>Department</b>	Design and Technology	<b>Work Pattern</b>	36 hours per week  Monday to Thursday 8.15am to 4.00pm Friday 8.15am to 3.45pm
<b>Line Manager</b>	Head of Design and Technology		

### Job Profile

#### Job Purpose

To be responsible for providing support to students and staff in all technology areas, preparing equipment and resources to enable teaching staff and students to undertake practical lessons. To be responsible for the acquisition, maintenance and storage of resources, tools, equipment and other materials required in connection with the delivery of the School's Technology curriculum

#### Key Responsibilities

##### 1.0 Curriculum Support

- (a) To support teachers, individuals and groups of students in practical learning activities during lesson time and in extra-curricular sessions.
- (b) To check, prepare and set up equipment as required for teacher demonstration purposes or to enable individual students or groups to undertake practical work.

- (c) To assist staff within the Design and Technology Department in developing resources for teaching and learning.
- (d) To assist staff within the Design and Technology Department in preparing and setting up displays relevant to all the technology subjects.
- (e) To support the development and delivery of Computer Aided Design (CAD) and Manufacture (CAM).

Person Specification		
Specification	Desirable	Essential
<b>Education and Training</b>		Basic general education, including GCSE or equivalent English and Maths grade C or above.
<b>Knowledge and Experience</b>	Technical or practical experience in an appropriate discipline e.g. woodwork, metal work or similar.	Experience of using Microsoft Word.
	Experience of working with Microsoft Office software.	
	Experience of working within strict health and safety guidelines.	
	Experience of working with young people.	

## **2.0 Department Administration**

- (a) To assist the Head of Department in maintaining stock levels of equipment and consumables ensuring that stock is replenished as required and that all stock control records are updated accordingly.
- (b) To undertake stock and inventory checks on a periodic basis and maintain records to evidence that such checks have been carried out.
- (c) To assist the Head of Department in maintaining curriculum information and resources uploaded to the School's virtual learning environment.
- (d) To support the Head of Department in maintaining the department information technology equipment ensuring that any remedial work to be undertaken is reported promptly to the Technical Services Department via the School's Task Management System.

## **3.0 Health and Safety**

- (a) To check materials and equipment, before and after use by individuals or a class, to ensure that all equipment is accounted for and that no items have been damaged in use.
- (b) To assist in providing advice to students on the correct and safe use of equipment and the inherent dangers in failing to observe proper procedures.
- (c) To provide support to the Head of Department in carrying out workplace assessments and in maintaining other health and safety records e.g. COSHH data and assessments.
- (d) To maintain the Design and Technology Department's First Aid boxes, ensuring that they are replenished appropriately.
- (e) Maintain an awareness of the School's health and safety procedures ensuring the safety of all service users.

## **4.0 Professional Development**

- (a) To undertake training as required by the School to develop knowledge and skills relevant to the work of the Design and Technology Department. Such training to include use of power tools and other machinery and also software relevant to the work of the Department.
- (b) To attend training courses and to be proactive undertaking research as required in order to keep abreast of technology developments.

## **5.0 Other**

- (a) To undertake any other tasks or duties as may be reasonably required in accordance with the responsibility level of this position.
- (b) Ensure compliance with all School policies and procedures and continually promote and support the ethos of the School.

<b>Abilities and Skills</b>	Ability and willingness to undertake training on the use of technology tools and other equipment.	Ability to plan and prioritise a range of regular and irregular tasks
	Ability and willingness to be trained in the use of computer aided design and computer aided manufacture software.	Effective written and verbal communication skills
		Sound organisational skills and ability to be flexible.
		Good interpersonal skills.
		Ability to work effectively as part of a team.