

Post title	Technology Technician
Core Purpose	To support Technology Teaching and Learning staff with preparation of materials and equipment for the Materials Technology curriculum.
Line Managed by	Faculty Leader – Computing, Business Studies and Technology
Line Management Responsibility	None
Working time	10 hours per week term time only.
Salary/Grade	SPC 4-6
Core Responsibilities	<ul style="list-style-type: none"> • Ensure that teaching/examination areas are set up appropriately for use. • Ensure that all duties carried out comply with the Health and Safety at Work Act. • To be a fully trained and accredited user of a circular saw and under and over planer. • To manage and maintain resources for the Materials Technology curriculum. • To prepare materials and equipment for use in the Materials Technology area of the curriculum. • To assemble and disassemble Materials Technology displays in the Materials Technology area of the curriculum. • To organise and maintain the Materials Technology library resources. • To assist with the annual stock-take and place orders for materials/equipment. • To assist with the maintenance of a safe working environment. • To assist with practical lessons as and when required for KS3 and KS4 Materials Technology (in agreement with Regional Facilities Manager) • To assist in the preparation and implementation of laser cutting for lessons. • To prepare materials for Materials Technology lessons e.g. cutting of wood. • To service and maintain workshop equipment. • To take part in appraisal procedures.
N.B.	<ul style="list-style-type: none"> • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.