



SLOUGH AND ETON CHURCH OF ENGLAND BUSINESS AND ENTERPRISE COLLEGE

JOB DESCRIPTION

Effective Date:

Post Title:	Technology Technician
Responsible to:	Curriculum Leader for Technology
Post Holder:	

Main Purpose of Job

To provide practical and administrative support for the teaching of Technology.

Main Accountabilities

1. To provide support in respect of materials and machinery preparation and stock control.
2. To assist teachers and students during technology lessons. To support groups of students to carry out the practical lesson, as directed by the technology teaching staff. To prepare display materials and equipment for parents' evenings, and to clear away.
3. To keep sinks and worktops clean to the standards required by the technology teacher: keep stock rooms and equipment clean, tidy and in good order.
4. Under the supervision of the Head of Department, maintain stock cupboards by raising orders, receiving equipment and materials.
5. To carry out the tidying of the Technology department.
6. To carry out administrative tasks for the Technology department – filing, photocopying, stock-taking etc. To control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health & Safety, COSHH and ESCC regulations are adhered to.
7. To be responsible for organising the maintenance and repair for any equipment. To be responsible for the annual inventory check for the technology departmental equipment.
8. To assist cover staff with the theory or practical lesson. To help ensure the cover work is completed during the lesson.
9. To be available to assist other members of staff within the department, time allowing.

Other

1. Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
2. At all times operating within the school's equal opportunities framework.
3. Carry out any other duties as directed by the Headteacher, as may from time to time be agreed, in accordance with the nature of the job as described above.

Health & Safety

You are required to be aware of and comply with the school’s Health and Safety policy at all times and act proactively in matters relating to health and safety.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Slough and Eton School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

GDPR

During the course of your employment you will have access to data and personal information which should be managed in accordance with the General Data Protection Regulations (GDPR).

Safeguarding Children

In accordance with the Trust’s commitment to follow and adhere to the most recent versions of the Department for Education’s (DfE) guidance entitled "Keeping Children Safe in Education" and “Safeguarding Children and Young People and Young Vulnerable Adults Policy” and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document ‘Guidance for Safer Working Practice for Adults who work with Children and Young People.’ You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Signed:

Date:.....



**SLOUGH AND ETON CHURCH OF ENGLAND
BUSINESS AND ENTERPRISE COLLEGE**

PERSON SPECIFICATION

Technology Technician

	Essential	Desirable
Qualifications <ul style="list-style-type: none"> • Relevant Certificate in Technology 		✓
Knowledge and Skills <ul style="list-style-type: none"> ▪ Good interpersonal and communication skills, both written and spoken ▪ Ability to work independently and take initiative ▪ Good organisation, manage workload effectively and prioritise tasks ▪ Able to respond to a wide range of queries ▪ Able to interact with staff, students and external agencies at all levels 	✓ ✓ ✓ ✓ ✓	
Experience <ul style="list-style-type: none"> ▪ Experience of working in a school environment ▪ Experience of communicating at all levels ▪ Experience of effective organisation of workload 	✓ ✓	✓
Personal Qualities <ul style="list-style-type: none"> ▪ Enjoy working with young people ▪ A sense of humour ▪ A flexible and adaptable approach ▪ A desire to continue to learn and develop ▪ Resilience and determination to be successful ▪ Ability to work well under pressure ▪ Commitment to safeguard and promote the welfare of children and young people 	✓ ✓ ✓ ✓ ✓ ✓	✓

