

<b><u>Job Title:</u></b> Technician Technology	<b><u>Directorate:</u></b> Education, Learning and Achievement
<b><u>Post Number:</u></b>	<b><u>Division:</u></b> Schools
<b><u>Grade: 4</u></b>	<b><u>Business Unit/Section:</u></b>
<b><u>Overall Purpose of Job:</u></b> <p>To provide specialist advice, guidance and technical support to technology teaching staff in school, ensuring strict health and safety regulations are met</p>	
<b><u>Main Responsibilities:</u></b> <ol style="list-style-type: none"> <li>1. Maintain machinery, tools and equipment in good working order, paying regard to Health and Safety regulations. This includes specialist attention to the use of safety equipment by all who use the technology areas (workshops/food rooms) and ensuring current Health and Safety regulations are met for all subjects within Technology.</li> <li>2. To perform routine maintenance and Health and Safety checks on all machinery, tools and equipment, keeping accurate records of maintenance, servicing and checks; reporting any breakdowns or issues to the Head of Faculty.</li> <li>3. Delegated responsibility from Head of Technology for the identification of all departmental stock needs and submission of detailed annual requisition, and apportioning of departmental finances to purchase stock and teaching materials, including text books. Compiling orders for submission to the finance officer and liaising and negotiating with suppliers of goods and services to ensure "Best Value", recording and controlling expenditure within the department's designated annual budget. Leading on stock control and keeping all stock records, including breakage and disposal records.</li> <li>4. Receives and checks suitability of teaching staff's equipment lists, and prepares, provides and delivers apparatus and materials to all areas in Technology, and supports teachers, learning supervisors and pupils in practical demonstrations, as appropriate, on whole-group and individual basis, remaining with the class if the teacher needs to leave the room.</li> <li>5.. Sets up and operates technical equipment, including ICT facilities and equipment, including projectors, recorders, and computers and peripherals. Locates, downloads, and adapts materials from the Internet and other sources to use as teaching aids and display/visual aids. Responsible for the setting up and preparation of all practical exams.</li> </ol>	
<ol style="list-style-type: none"> <li>6. Arranges disposal of hazardous and non-hazardous materials. Conducts risk assessments and identifies concerns in working environments and practices, and notifies the Head of Technology - Liaises with HSE/- re: safety issues.</li> <li>7. Contributes to long term departmental planning of accommodation and resources, and advises the Head of Technology of any identified needs.</li> </ol>	

9. Participates in and delivers identified training in order to enhance the skills of self and others.
10. Carries out classroom demonstrations of practical equipment to groups/classes of pupils in the presence of a member of staff.

### **Knowledge, Skill and Experience Required:**

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- A qualification in electrical engineering or equivalent experience
- Ability to interpret teachers plans in order to ascertain equipment required for each lesson.
- In depth knowledge of Health and Safety regulations with regard to food preparation and storage; the use of tools, machinery and equipment. Ability to inform others of any Health and Safety risks where necessary.
- Ability to support lessons where supply teachers are employed.
- Ability to train teaching colleagues in the safe use of specialised technology tools, equipment and machinery
- Ability to safely use all specialist machinery and equipment
- Ability to train colleagues in the use of specialist machinery and lessons.
- An in depth knowledge of food technology, electronics, electrical testing, metalwork and woodwork
- Ability to liaise with pupils and supervise where necessary, ensuring they are adhering to the Health and Safety requirements of the Technology department

### **Creativity and Innovation:**

It is essential that the post holder has the ability to find solutions to problems regarding imaginative and safe use of equipment to compliment the planned lessons.

There will be a need to use initiative when planning and delivering training.

**The need to have the ability to create and implement new ideas to the benefit of the department**

### **Decision Making:**

As the work is covered by strict regulations in the use of equipment there is not much room for decision making therefore any made would be easily remedied.

All of the following are made in consultation with the teacher:

- Appropriate use of equipment by pupils, depending on the age, ability etc.
- The use of equipment, tools and machinery
- Allocation of equipment when multiple use is requested

### **Contacts and Relationships:**

The contacts are mainly within the school in order to discuss requirements around equipment and the safe use of materials. In addition, teaching staff for planning lessons and training.

Contact with other departments in school to assist with equipment.

**Responsibility for Resources: (to include approximate value, sole or shared responsibility and for what percentage of their working hours)**

Will be third in line for security and site management in the absence of the Site Supervisor and caretaker  
£50 per week petty cash for the purchase of ingredients and materials– sole responsibility

**WORK ENVIRONMENT**

**Work demands**

The post will cover the whole of the technology department with various teaching areas, therefore there will be several demands on the post holder over and above the general programme of work. There may be times where coursework deadlines have conflicting demands and the post holder will need the ability to prioritise, seeking the advice of the Head of Technology where necessary.

**Physical Demands:**

There may be occasions where the post holder will need to be in awkward postures when setting up equipment.

**Working Conditions:**

Will be based in workshops, cookery rooms, and machine rooms which can have high temperatures and/or noise.

**Work Context:**

There will be potentially moderate risks for the post holder with regard to personal safety whilst using tools, machinery and equipment

**Position in Organisation:**

Indicate how many staff the post is directly accountable for : **None**

**Note:**

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Date of Job Description                      6 March 2015

Date copy sent to Post holder            .....