



Job Description
TECHNOLOGY TECHNICIAN

Reports to: Head of Department

Mission statement

We are a community living and growing in the Catholic faith. The life and teachings of Jesus Christ are the foundation of all that we undertake. We expect all the members of our community to:

- be responsible citizens upholding Gospel values in our society
- contribute to providing the best possible education for all
- work together, valuing and nurturing all relationships
- maintain an environment that allows all individuals to flourish and enjoy their education
- honour the aims and purposes of the College.

In this way we are Serving God and Striving for Excellence in everything we do.

1. MAIN PURPOSE OF JOB

- To assist technology teachers in the delivery of the curriculum in their specialist areas by preparing the teaching area and equipment for students.

2. MAIN RESPONSIBILITIES

Scope of Job (Budgetary/resource control, impact)

- Review systems and procedures with a view to maximising efficiency.
- Operates within specialised subject environments such as a workshop or kitchen.
- Works with a variety of materials, which require appropriate handling and application.
- Involved in moving equipment/materials. Will have contact directly with students and will be required to deal with them in an understanding manner.
- Will spend majority of working time standing and undertaking physical activities.
- Due to the nature of the activities special attention must be paid to Health & Safety issues both for the environment and equipment/materials used.

Specialist areas

Technology:

- In line with the instructions from the subject teachers prepare the specified materials and equipment in time for the specified lessons. This will include preparing more complex equipment to enable the teacher to demonstrate safely or preparing materials for students to use during lessons.

- Maintain sufficient supplies of materials to enable teachers to deliver their lessons. This will include placing orders with suppliers and ensuring that items are purchased in a cost effective way.
- Undertake regular checks of the more complex/sensitive equipment, ensuring annual maintenance/safety checks are completed.
- Undertake daily cleaning of used equipment and maintenance. Undertake periodic cleaning of equipment in line with Department's timetable.
- Ensure that all allocated equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.
- Under the direction of the subject teacher work with students in the classroom/kitchen/workshop supporting and encouraging their learning by explaining/demonstrating exercises/tasks etc.
- Support college events where relevant.

Reprographics:

- To operate heavy duty machinery including photocopiers, punches and guillotines.
- To ensure photocopiers are fully stocked with paper and toner on a daily basis.
- To keep all reprographics machinery clean and in good working order and to advise users of status of machines and provide support and alternatives.
- To arrange regular servicing of equipment, reporting any necessary repairs/replacements to the line manager and arranging for service engineers to undertake repairs.

Other:

- Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to the line manager immediately.
- Undertake First Aid duties in line with qualification/training received; be on the first aid rota; and act in line with the college's accident/incident policy.
- Attend all statutory training required to work within a college.
- Take part in the college appraisal process.
- To be aware of and follow all relevant college policies and protocols.
- To participate fully in the life of the college community and to support its ethos.

3. OTHER DUTIES AND RESPONSIBILITIES

- Undertake such other duties as the Headteacher from time to time may direct.
- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references.
- Such duties and responsibilities may be updated from time to time to reflect any changes to the college. Only significant additional duties or responsibilities as required by the college will render the grade of the post liable for re-evaluation.
- This job description sets out the duties and responsibilities of the post at present. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

You are:

- expected to be conscientious and loyal to the aims and objectives of the School;
- required to preserve and develop the Catholic character of the School;
- to have regard to the Catholic character of the School and not to do anything in any way detrimental or prejudicial to the interests of the same.

If required, You are to instruct and/or supervise instruction in the Holy Scriptures and the Doctrines of the Catholic Church in accordance with the principles, and subject to the discipline, thereof to the satisfaction of the Diocesan Religious Inspector, or other appointed representatives of the Diocesan Bishop, at the time or times appointed for religious instruction, such children as are entrusted to You and to be present at such religious examinations of the children as may be directed to be held by the Governing Body.