

URSULINE HIGH SCHOOL
TECHNOLOGY TECHNICIAN
JOB DESCRIPTION

Post Title: Technology Technician

Grade: ME6, points 7 – 10 ; £22,377 – 23,607 [pro rata at 92.85%]

Responsible to: Head of Food and Nutrition & Head of Design Technology

Date: June 2019

The Technology Technician will be required to work throughout the school term time plus three weeks during the school holidays (a total of 42 weeks).

Specific Duties :

The technician is responsible to the Head of Departments for :

- The safe and correct preparation of materials as specified by the teaching staff.
- The safe and correct storage of all tools, equipment and materials.
- Monitoring and maintaining all safety equipment.
- Routine cleaning, maintenance and repair of equipment.
- Manufacturing pieces of work for classroom use.
- Specialist cleaning and supervision of the machine areas and the Design Technology teaching rooms.
- Maintaining an accurate inventory of department equipment.
- Manage stock control of consumables.
- Co-ordinating departmental stock re-ordering, utilising appropriate computer programme.
- Receiving and checking stock deliveries and signing off for payment.
- Providing technical advice to staff and assist students where appropriate.
- Instructing pupils in basic brazing and silver soldering techniques, providing advanced skills, where necessary, to allow more complex projects to be accomplished (possess or be prepared to take abrasive/grinding wheel qualifications).
- Assisting and instructing pupils in basic 2D and 3D skills, including preparation use of clay and using the kilns.

- Preparing and putting up display work.
- Organising/setting up exhibitions.
- Provide Health and Safety advice in relation to the Design Technology equipment.
- Reporting to Head of Design Technology.
- Provide technical support in the annual school production.

In addition the Technician will be expected to:

- Maintain and repair specialist equipment of other departments, requests for such services having been made through the Head of the Design Technology Department.
- Provide technical advice and assistance to the School Site Manager as appropriate.
- Provide First Aid.
- Deal with such other tasks consistent with this level of responsibility as they may be required.
- Work within the ethos of the school, in a positive and helpful manner.
- Undertake such other duties as may be required by the Headteacher or Head of Design Technology.