

## **JOB DESCRIPTION**

**Job Title:** Technology Technician

**Grade:** 4

**Salary:** SCP 13 – SCP 16

**Conditions of Service:** Support Staff Contract of Employment

**Responsible to:** Head of Design & Technology

### **Statement of Purpose**

- To uphold the vision and aims of the school.
- To work co-operatively with and in support of all adults in the school.
- To work with students in a courteous, caring and responsible manner at all times.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To present oneself in an appropriate manner so that it upholds the values of the school.

### **MAIN DUTIES:**

- To prepare materials across the DT subjects as requested by faculty staff.
- To support KS4 students with technical manufacture of coursework practical across all technology areas.
- To work with small groups of students to supervise and support with practical work.
- To support in lessons as directed by head of faculty.
- To maintain tools, machines, CAM and equipment throughout the faculty, with regular/routine checks. To organise servicing and repairs for all faculty equipment.
- Ensure health and safety requirements are followed and produce risk assessments where required.
- Regular cleaning of the work surfaces, ovens and sinks within the food technology room and ensuring all equipment is maintained and well organised.
- Regular cleaning of workshop including vices and machine tools.
- Maintenance and emptying of dust extraction systems.
- Following a weekly faculty job list and timetable as directed by head of faculty.
- Washing of all faculty linens.
- To receive all orders and ensure they are stored appropriately.
- To prepare and set up materials and equipment as directed by staff for lessons.
- Provide absence cover for Site Manager and support day to day Site Management activity as required in negotiation with School Business Manager.

- Carry out annual audits and stock control within areas outlined by the Head of Faculty. Monitor and manage stock and supplies and order replacements. Complete a weekly order for food technology.
- Keep all preparation and stock areas clean, organised and tidy. Manage the storage of students work.
- To play an active role in the development of the faculty, be committed to our aims and administer / follow policies outlined in the faculty handbook.
- Support and assist with primary liaison program including food preparation and setting up of brickwork activities.
- Disposing and reclaiming of materials.
- As required produce teaching aids, jigs, displays to support teaching as requested by faculty staff.
- To attend faculty meetings as required.
- To prepare all construction lessons including mixing of mortar, moving bricks and blockwork.
- To undertake all relevant training courses and keep up to date with developments in design technology.
- Exhibiting of students work and organising the layout of rooms as requested by faculty staff.
- Weekly maintenance of laser cutters including cleaning of laser head. Yearly filter changes.
- To provide general clerical and administrative support, eg photocopying, filing and arranging for the printing of written materials.

#### **Other Specific Duties:**

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not be identified. Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

#### **Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

#### **Note**

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.***

### Person Specification

<b>Minimum Criteria for Two Ticks *</b>	<b>Criteria</b>	<b>Measured by</b> APP//ASS
	<b>Experience</b> <ul style="list-style-type: none"> <li>• Previous experience of working with children in the age 11-16 age group.</li> <li>• Success as a member of a team.</li> <li>• Relevant industrial experience in use of machinery and equipment.</li> <li>• Knowledge of the requirements of working in a food preparation area.</li> </ul>	APP/I
	<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>• Nationally recognised qualifications: equivalent to a minimum 5 A*- C grades at GCSE including English and Maths or equivalent Level 2 (NVQ) qualifications.</li> </ul>	APP/I
	<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>• Professional appearance and demeanour.</li> <li>• Excellent role model.</li> <li>• The ability to form good relationships and communicate well with pupils.</li> <li>• The ability to deal calmly with students and avoid confrontation.</li> <li>• Ability to work effectively with and command the confidence of teaching staff and senior management within the school.</li> <li>• Ability to manage workload.</li> <li>• Be enthusiastic and have the ability to motivate pupils.</li> <li>• Be willing to undertake relevant professional development.</li> <li>• Have the ability to work independently and as part of a team.</li> <li>• Well organised.</li> <li>• Dedicated.</li> </ul>	APP/I
	<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a professional and respectful approach, which demonstrates support and shows mutual respect.</li> <li>• Can demonstrate active listening skills.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders.</li> <li>• Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> </ul>	APP / I

	<ul style="list-style-type: none"> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Is enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	
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### MEASURED BY KEY:

APP = Application form      ASS = Assessment activities      I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

**HH      03/02/2021**

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.