

Job Description

Job Title: Technology Technician

Reporting to: Head of Faculty, Modern Technologies

Grade: 3

Overall purpose of the post: Supporting teaching and learning in the Modern Technologies Faculty on a day to day basis as directed by the Head of Faculty.

Main duties and responsibilities:

- To liaise regularly with the Head of Faculty.
- General preparation of materials within the Technology Department and assisting with the demonstration of lessons.
- Basic maintenance and setting up of workshop tools and machinery.
- Supporting staff in the use of ICT, including CAD/CAM.
- Organise, maintain and monitor all Technology tools, machines and equipment.
- Ordering of resources and stock.
- Maintaining an inventory and management of materials and stock.
- Use of heat treatment facilities – brazing, welding and casting.
- Reporting of faulty machinery and liaising with contractors where appropriate.
- Maintaining classroom displays.
- Health and Safety audits and advice to staff.
- Organise sales to pupils.
- Assisting teachers to support teaching and learning in the classroom.
- To comply with the school's Child Safeguarding Procedures, including regular liaison with the school's Designated Child Safeguarding Person over any safeguarding issues or concerns.
- Attend training as required.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.