

## Job Description

**Job Title: Technology Technician**

**Reporting to: Head of Department**

**Grade: 3**

### **Overall purpose of the post:**

Supporting teaching and learning in the Technology Department on a day to day basis as directed by the Head of Department.

### **Main duties and responsibilities:**

- To liaise regularly with the Head of Department/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
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- Portable Appliance Testing of all electrical equipment in designated areas.
- Assisting teachers to support teaching and learning in the classroom

### **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.