



JOB DESCRIPTION
TECHNOLOGY TECHNICIAN

(This post will be subject to regular review)

DEPARTMENT	Faculty of Technology
RESPONSIBLE TO	Head of Technology
WORKING HOURS	20 hours per week
WORKING PATTERN	39 weeks per year term time + Insets
SALARY	Band C

JOB PURPOSE

To ensure Faculty staff have the equipment and resources they need to provide excellent opportunities for students to learn. To comply at all times with requirements of Health & Safety at Work Act 1974 and school's Health & Safety policy statement.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Headteacher than those contained in this document and may be required to have specific job-related knowledge and skills.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THIS POST (the precise duties will be discussed between the post-holder and the Director of Faculty - Technology)

TECHNOLOGY Key tasks

- To prepare materials & equipment/resources for practical lessons in Food
- To be able to work one to one/with a designated small group of pupils as per teachers requests
- To carry out daily visual checks of all machinery/appliances, before being used by students.
- To carry out staff photocopy requests for booklets and resources
- To carry out weekly material/equipment/resource checks in Food rooms and Textiles room (ICT/Stock Room/Gas points), and maintain a record of all equipment checks.
- Establish daily, weekly and termly routines to promote high standards in hygiene and safety in all learning areas. Including weekly cleaning of Refridgerators in the food department and a termly deep clean of the food rooms including cookers.
- To ensure a high standard of safety and cleanliness in all learning areas within the department, including maintenance of equipment in accordance with Health & Safety requirements.
- To keep sinks/ work tops clean; keep stock rooms and resource/equipment /tool cupboards clean, tidy and in good order. Daily checks to take place in accordance with learning needs.

- To control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health & Safety, COSHH regulations are adhered to. To maintain all necessary safety signs adjacent to machinery.
- To maintain and monitor stock control, keep stock records, receive equipment and materials.
- To purchase resources as agreed with staff from the Faculty budget, including sourcing materials and placing orders as necessary.
- To ensure safe storage of equipment and materials.
- To assist staff in the production and updating of displays within Food and Textiles areas of Technology.
- To assist in the organisation and preparation of displays for open evenings and other school events.
- To provide technical support to staff and students during lesson time as required.
- To ensure each teaching area is locked and secure when not in use, and all power is turned off where appropriate.
- Maintain equipment and communicate faults/concerns to those who need to know in order for the problem to be solved.
- Undergo any training, which will enhance duties including First Aid Training.
- Take part in the school's annual review process.
- Carry out such other duties as may be determined by the Head of Faculty/Subject Leader
- To perform such other duties as the Headteacher may from time to time determine.

GENERAL

- Promote and safeguard the welfare of students you come into contact. Including awareness of life threatening conditiond associated with food.
- Be aware of and comply with all school policies and procedures.
- 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.
- To perform any other related duty the Headteacher may from time to time
- All jobs are subject to change. This job description to be reviewed annually or at any other mutually convenient time.

By signing the document you agree to the job description as detailed above:

Signed: _____ **Tom Beveridge, Headteacher**

Signed: _____ **Technology Technician**

Date: _____