Alderbrook School & Sixth Form

AMBITION | BRAVERY | KINDNESS

JOB DESCRIPTION: TECHNOLOGY TECHNICIAN

POST:	Technology Technician
SALARY:	Band C
HOURS:	30 hours per week term time plus Inset days (39 weeks)
ACCOUNTABILITY:	All staff work under the reasonable direction of the Headteacher and the Deputy Headteacher with delegated responsibility. Accountability is otherwise as set out below: Accountable to: Head of Technology

RESPONSIBLITIES AND DUTIES

- To carry out weekly laser cutting duties; organising of pupil work on 2D design to be cut out, problem solving pupil work and liaising with staff on corrections, distribution of work back to pupils.
- To prepare materials & equipment/resources for practical lessons in Graphic Design/Product Design/CAD and be willing to learn how to use the 3D printer and software such as google sketchup and space claim in order to produce A-Level standard products.
- To create sample finished prototypes of new and current projects.
- 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 across all Technology rooms (ICT/Product Design/Workshops), 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.
- To ensure a high standard of safety and cleanliness in all learning areas within the department, including maintenance of machinery and 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. (This includes use of the circular saw and thicknesser planer to prepare materials as they are delivered).
- 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 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 the technician's workshop area is kept secure, clean, tidy and free from all hazards.
- 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.
- Carry out such other duties as may be determined by the Head of Faculty/Subject Leader.

IN GENERAL

- Working collaboratively and co-operatively with all other colleagues.
- Undertaking any other reasonable, related duty which the Headteacher may request from time to time within a reasonable work schedule and commensurate with the level of the post.
- To contribute to the overall ethos, work and aims of the school.
- To participate in the school's performance review process.
- To adhere to the school's policies and procedures.

All jobs are subject to change and this job description is to be reviewed annually or at any other mutually convenient time.

Signed: _____ **Tom Beveridge**
Headteacher

Signed: _____ **Technology**
Technician

Date: _____