

**Technology Technician Job Description**

**Job Purpose**

To support the smooth running of the Technology Faculty. Preparing teaching resources, maintaining equipment and the teaching environment to a high standard, and supporting the teachers in lessons, all of which enhances the learning experience for students.

**Key Areas of Responsibility/Duties**

Daily/Lesson Preparation

* To ensure hand tools are kept in optimum condition and stored correctly
* To organise extra equipment for lessons
* To regularly maintain the equipment and tools in the workshop and classroom areas
* To empty and clean the dust extraction filters as required by the manufacturer
* To keep all classrooms organised and free from hazards
* To assist Technology staff in developing appropriate resources for teaching and learning

**General**

* To organise materials and tools in the Department
* To stock take and order of materials and equipment
* To assist with organisation of trips
* To assist with the Annual Technology Exhibition
* To provide support for Technology teachers during practical lessons
* Under the direction of the Head of Faculty, to ensure that all Health & safety requirements are met for all Technology classrooms and equipment.
* To assist teaching staff in promoting and raising the profile of Technology within and outside Academy.
* To work as part of a team within the Technology Faculty assisting each other as and when required
* To undertake such other tasks relevant to the work of the Technology Faculty or the needs of the Academy as they may arise
* To work closely with outside organisations who maintain/inspect technology equipment

**Key attributes**

* Practical/hands-on experience is desirable but not a necessity
* Ability to show initiative and to prioritise one’s own work and that of others
* Ability to work as part of a team and individually
* Self-motivating with the ability to multi task
* Confident in the use of ICT

**Person Specification**

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|  | **CRITERIA** |
| **QUALIFICATIONS** | * Level 2 Diploma (or equivalent) and proficient technical, practical and/or computer skills. |
| **EXPERIENCE** | * Previous experience of similar work. |
| **SKILLS AND ABILITIES** | * Assembly, disassembly and cleaning of equipment. * Ability to exchange of information both verbally and in writing with staff and suppliers. |
| **KNOWLEDGE** | * Knowledge of appropriate use of specialist equipment and materials and ability to communicate this knowledge to staff and pupils. * Thorough understanding of relevant Health and Safety procedures, First Aid certificate would be beneficial. * Knowledge of appropriate use of relevant equipment (including handling hazardous substances safely) and ability to communicate this knowledge to staff and students. * Confident in use of IT, photocopier, etc. * Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. |
| **PERSONAL QUALITIES** | * Good organisational skills * Ability to work under pressure * Ability to work on initiative * Good communication skills * Willingness to develop through training |

Generic Duties relevant to all members of staff

* 1. The Trust

The ethos of the Trust is included within the strapline “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.

As a member of the Trust your role will be based at Goodwin Academy. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

* 1. Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

* 1. ICT

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

* 1. Health and Safety

Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

* 1. Safeguarding

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

* 1. Data Protection

The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Principal. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.