Herne Bay High

Specialist School &

Sports College

Outline Job Description

Technology Learning Support Technician

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| **Pay Range** | HBHS Salary Bands 4, £17,411 to £18,293 pro rata |
| **Principle Responsibilities** | Maintain a safe working environment in the Technology  Department. Support teaching staff in providing a quality learning experience for the students. |
| **General Duties** | Maintain a safe working environment by keeping the department classrooms, workshops and kitchens tidy and resourced for lessons.  Prepare materials, ingredients, tools and equipment for KS3 and KS4 classes.  Support teaching staff by working with individual or small groups of students.  Maintain hand tools and make minor repairs to machinery, tools and equipment on a scheduled maintenance routine.  Assist teaching staff in developing new projects.  Advise Head of Department of any Health & Safety issues.  Keep a check on stocks of consumable materials and place orders when required.  Make an annual equipment stock check and record electronically.  Training provided to become a first aider and fire marshal for the department.  Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post. |