

Technology Technician

Reporting to:	Premises and Services Manager
Direct Reports:	None
Level:	PCD3
Contract:	Minimum 39 weeks, 20 hours a week plus other weeks during holiday periods as required and agreed, to a maximum of 42 weeks per year.

Job Purpose and Responsibilities

Under the instruction and guidance of senior staff and teachers, provide general support in specific subjects and resource areas, including Design Technology (Workshops), Food Technology (Kitchens) and Art (Art Classroom) related to the provision, preparation and maintenance of resources and support to staff and students. Provide support across both schools as requested (primary base Beacon Hill School).

Key Deliverables and Accountabilities

- **General**
 - Using specialist skills, training and experience, support students in practical learning activities under the guidance of the teacher
 - Prepare materials and resources for classes in a timely manner, providing accurate design, preparation and use of specialist equipment, resources and materials as directed by staff
 - Create and maintain a purposeful, orderly and productive working environment which is healthy and safe
 - Report any health and safety concerns to line manager and teacher
 - Maintain records relevant to the Technology areas and under the direction of line manager
 - Manage stock and supplies for Technology areas, cataloguing as required
 - Maintain specialist technical equipment, checking for quality and safety, undertaking repairs and modifications as required and reporting damage in accordance with school policy
 - Demonstrate and assist others in the safe and effective use of specialist equipment and materials
 - Maintain a current knowledge of health and safety requirements, including attending courses as required
 - Obtain materials by local purchase and under the direction of line manager / teacher
 - Be aware of any comply with policies and procedures relating to data protection, child protection, health and safety, copyright, security and confidentiality, reporting all concerns to line manager
 - Be aware of and support difference; endeavour to ensure all students have equal access to opportunities to learn and develop skills and knowledge
 - Contribute to the over ethos, values, work and aims of the school
 - Attend and participate in relevant meetings as required
 - Participate in training and other learning opportunities and in performance management as required
 - During school holidays and where capacity allows, support general school maintenance activities as required by line manager
- **Design Technology (around 80%)**
 - Working with teachers of Technology, provide specialist technical and practical support in the safe use of machinery within the workshop
 - Prepare resources for student use, including creation of patterns, templates and jigs as required
 - Support safe use of use of equipment by students including health and safety briefing and close supervision as required

- **Food Technology (around 15%)**
 - Working with teachers of Food Technology, provide specialist preparatory activities in relation to the delivery of Food Technology
 - Ensure the Food rooms are kept clean and tidy, taking responsibility for washing and drying aprons, tea towels and other equipment
 - Support teachers and students in learning how to keep the Food Room safe and clean
 - Purchase resources locally as required to maintain a store of basic and specialist ingredients as required
- **Art (around 5%)**
 - Support Art Teachers in maintaining the Art classroom in a safe and orderly way
 - Prepare resources for student use as directed
 - Support the Art Teacher in specialist techniques (e.g. clay work)

Person Specification

	Essential	Desirable
Qualifications / Training / Competencies	<p>Relevant NVQ2 or equivalent in relevant discipline</p> <p>Significant experience and demonstrable aptitude in a relevant discipline</p> <p>Good numeracy and literacy skills</p>	<p>Wiling to undertake further training as required to develop skills and competency</p>
Relevant experience and knowledge	<p>Providing general technical / specialist resource support</p> <p>Experience of using specialist machinery and equipment in a safe manner</p> <p>Knowledge of relevant policies / codes of practice and awareness of relevant legislation</p> <p>Experience of assuring health and safety in relevant activities</p>	
Skills	<p>Good practical skills in resistant materials (woodwork, metalwork, CAD/CAM etc) / cookery / art-related activities</p> <p>Knowledge of intermediate / advanced practical skills and techniques relating to subject areas</p> <p>Ability to use specialist tools to a high level of competence including ability to diagnose and resolve faults and issues</p> <p>Ability to relate well to both children and adults</p> <p>Ability to identify own training and development needs and cooperate with means to address these</p>	