



## **JOB DESCRIPTION – TECHNOLOGY TECHNICIAN**

The Westleigh School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **JOB PURPOSE**

1. To uphold the vision and aims of the school
2. To work co-operatively with and in support of all adults in the school
3. To work with students in a courteous, caring and responsible manner at all times
4. To work with visitors to the school in such a way that it enhances the reputation of the school
5. To present oneself in an appropriate manner so that it upholds the values of the school

**Responsible to:** Head of Design Technology

**Salary Scale:** G4

**Hours of work** 37 hours per week

### **MAIN DUTIES:**

1. To prepare materials across the DT subjects as requested by faculty staff
2. To support KS4 students with technical manufacture of coursework practical across all technology areas.
3. To work with small groups of students to supervise and support with practical work.
4. To support in lessons as directed by head of faculty
5. To maintain tools, machines, CAM and equipment throughout the faculty, with regular/routine checks. To organise servicing and repairs for all faculty equipment.
6. Ensure health and safety requirements are followed and produce risk assessments where required.
7. Regular cleaning of the work surfaces, ovens and sinks within the food technology room and ensuring all equipment is maintained and well organised.
8. Regular cleaning of workshop including vices and machine tools.
9. Maintenance and emptying of dust extraction systems.
10. Following a weekly faculty job list and timetable as directed by head of faculty.
11. Washing of all faculty linens.
12. To receive all orders and ensure they are stored appropriately.
13. To prepare and set up materials and equipment as directed by staff for lessons.



14. Provide absence cover for Site Manager and support day to day Site Management activity as required in negotiation with School Business Manager.
15. Carry out annual audits and stock control within areas outlined by the Head of Faculty. Monitor and manage stock and supplies and order replacements. Complete a weekly order for food technology.
16. Keep all preparation and stock areas clean, organised and tidy. Manage the storage of students work.
17. To play an active role in the development of the faculty, be committed to our aims and administer / follow policies outlined in the faculty handbook.
18. Support and assist with primary liaison program including food preparation and setting up of brickwork activities.
19. Disposing and reclaiming of materials
20. As required produce teaching aids, jigs, displays to support teaching as requested by faculty staff.
21. To attend faculty meetings as required
22. To prepare all construction lessons including mixing of mortar, moving bricks and blockwork.
23. To undertake all relevant training courses and keep up to date with developments in design technology
24. Exhibiting of students work and organising the layout of rooms as requested by faculty staff.
25. Weekly maintenance of laser cutters including cleaning of laser head. Yearly filter changes.
26. To provide general clerical and administrative support, eg photocopying, filing and arranging for the printing of written materials.

#### **Other Specific Duties:**

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not be identified. Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make the necessary adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All Job Descriptions at The Westleigh School complement the agreed pay and conditions for the relevant post. There is no intention to ask any employee to do anything that infringes their pay and conditions. The purpose of these Job Descriptions is to clarify and sharpen the focus of the role of the postholder. This job description will form part of an annual review to discuss your professional development. This review will be between you and your Line Manager.

**The Shaw Education Trust and the School's Governing Body are committed to safeguarding and promoting the welfare of children.**