

## **Terms of Reference and Details of Responsibilities: Technology Technician** **(Salary Point 11)**

The Technology Technician is responsible to the Technology Curriculum Leader, for providing technician support for the Technology Curriculum Area, its workshops and classrooms. Detailed responsibilities are outlined below.

**Hours of Work:** 37 hours per week (requiring some flexibility in working hours), on a term-time only:  
**Mon-Thu:** 8.15am and 4.15pm, **Fri** 8.15am to 3.45pm. Each day has a 30 mins lunch-break.

### **Responsibilities:**

The Technology Technician is required to:

- a. Liaise with the Curriculum Leader and other Technology staff over lesson requirements on a day-to-day basis, as well as over longer term plans.
- b. Produce class-sets of materials and resources for pupil use, from details provided by teaching staff.
- c. Discuss with pupils their design ideas up to and including A2 Level and formulate a list of resources both readily available and for possible acquisition, working in all areas of Design Technology.
- d. Research external sources for the supply/purchase of materials and equipment.
- e. Maintain all equipment to a safe standard, service equipment, record faults, repair equipment or arrange for its repair.
- f. Produce jigs, templates, formers etc for staff and pupil use.
- g. Maintain COSHH register and advise staff and pupils on Health and Safety issues.
- h. Carry out Portable Appliance Testing (PAT) of Technology Curriculum Area equipment, and maintain appropriate records.
- i. Carry out First Aid on staff and pupils injured in the Curriculum Area, as part of the team of First Aiders at Longcroft School.
- j. Other duties appropriate to the post.

When required, the post-holder will attend appropriate training courses funded by the School and maintain currency on essential skills and knowledge needed to carry out tasks satisfactorily.

The post-holder must be aware at all times that the School is a pupil-orientated environment and all work must be carried out to the necessary safety standards.

## **Personal Specification**

### **Knowledge Required:**

Knowledge and experience of working with a range of materials  
Technology workshop procedures.  
Health & Safety at Work, and Control of Substances Hazardous to Health regulations/  
procedures.

ICT procedures including CAD CAM  
Portable Appliance Testing procedures.  
First Aid procedures.

### **Qualifications/Experience Required:**

#### **Essential:**

Formal qualification in Technology or a related discipline.  
Practical work/experience in an education or industrial environment  
Portable Appliance Testing qualification (training can be provided by School)  
First Aid at Work qualification (training can be provided by School)  
Wood Machining certificate (training can be provided by the school)

#### **Desirable:**

HND or equivalent in Technology or a related discipline.  
Health & Safety and CoSHH qualifications.  
Teaching/training experience in Technology.  
Experience with CAD CAM, electronics and programming

### **Skills and attributes required:**

- Technical skills (Ability to work with traditional and new materials)
- Numeracy skills
- Communications skills – verbal and written
- ICT skills - CAD (Techsoft 2d Design, SolidWorks, AutoCAD) and CAM (laser cutter, 3D printer)
- Efficient management and storage of tools, materials, machines and resources
- Estimating, costing and maintenance of records
- Time management skills
- Flexibility to adapt to the changing priorities of teaching staff on a daily basis
- Ability to work independently and as part of a team, and to interact confidently with the team.
- Sufficient strength to handle technology equipment and supplies
- Willingness to help out with extra-curricular activities, such as STEM.
- A good understanding of new technologies, with a desire to assist with our aims to develop to meet the demands of a forward looking department.
- A ‘can do’ approach.