MARICOURT CATHOLIC HIGH SCHOOL & SIXTH FORM CENTRE

Technology Technician

School Mission Statement

Our Maricourt family, with Christ at the centre, is a community of welcome, compassion and respect in which we are encouraged to discover our true purpose and empowered to achieve the extraordinary so as to be the change we want to see in our world

Job Title: Technology Technician

Responsible to: Headteacher, Business Manager and Curriculum Leaders for Technology

Salary Range: Grade D SCP 5-6
Job Share – 2 Days Per Week (must be flexible)

Job Purpose:

Under the direction of the Curriculum Leaders Technology, the post-holder will coordinate the use of practical technology resources and facilities and provide assistance and advice in meeting the practical needs of the Technology curriculum which involves both GCSE, and post 16 qualifications.

General Responsibilities:

To contribute to the Catholic ethos of the school, as laid down in its Mission Statement in all areas of contact and responsibility, in relationships with staff and pupils.

To support and follow the policies and procedures set out in the Staff Handbook and as directed by the Governing Body.

To take advantage of all opportunities for professional development

Working Routines and key tasks:

Support students in accessing learning activities and providing technical advice under the guidance of the teacher.

Demonstrate and assist students in the safe and effective use of specialist equipment and materials as appropriate.

To contribute to the design, development and maintenance of specialist equipment and/or long-term projects including constructing, maintaining and modifying equipment.

To ensure the availability of suitable materials, equipment and consumable resources.

To assist staff with the organisation of lessons in terms of material and equipment preparation, prior to lessons commencing to ensure that they meet essential minimum standards.

Under the guidance of the Curriculum Leader keep up to date levels of stock and maintaining records as appropriate.

With the support of the Curriculum Leader and Site Manager ensure the maintenance of a healthy and safe working environment through:

- Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources including preparation of risk assessments and carrying our safety checks
- The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards including organising, storing and checking the condition of equipment.
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- Assisting in practical classes and carrying out demonstrations.
- Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
- The healthy and safe storage and accessibility of equipment and materials.

Create and maintain a purposeful, orderly and productive working environment.

Ensure the health and safety of students at all times in the classroom environment. Demonstrate and assist others in safe and effective use of specialist equipment/materials.

Support for the curriculum (i.e. printing of student's work/provision of displays etc.) as and when required.

Keeping up to date with current procedures and practices through continuing professional development.

Ensure stringent health and safety provision and adherence to safe working practice.

To be part of the wider support team for our pupils including where necessary supporting other areas when required.

Other work commensurate with the scale and nature of the post

General:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The School has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the School.

The post-holder will be expected to observe and promote the School's commitment to ensuring that it does all that is reasonably possible to minimise the potential for crime, disorder, anti-social behaviour, substance misuse and crime that adversely effects the environment.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Note: Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job

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TECHNOLOGY TECHNICIAN PERSON SPECIFICATION

The successful applicant must be able to relate well with a wide range of young people from different backgrounds as well as with teachers, other professional, adults other than teachers and pupils' families. They will need commitment, energy and patience and must be prepared to learn

Appointment will be subject to Enhanced DBS clearance to work with children.

	Essential	Desirable	Method of Assessment
Qualifications & Experience			
• Level 2 or higher in English/Literacy & Maths		√	A,I,R
• Experience of working in a technology department within an educational setting		√	A,I,R
• Specialist knowledge and understanding of a range of modern manufacturing techniques and equipment and machinery	√		A,I,R
• Experience of maintaining a safe working technological environment	√		A,I,R
• Ability to relate well to pupils, staff and visitors knowing when to ask for help.	√		A,I,R
Skills			
• Able to work as part of a busy team or under own initiative with minimal supervision	√		A,I,R
• Ability to deliver under pressure, whilst maintaining positive working relationships.	√		A,I,R
• Knowledge of Health and Safety procedures and precautions.	√		A,I,R

• Awareness of COSHH Regulations. • Demonstrate an understanding of inclusion. • Willingness to undertake appropriate first aid training (if appropriate).	√ √	 √	A,I,R A,I,R I
Personal Qualities • Effective use of ICT • Demonstrate and promote the positive values, attitudes and behaviour they expect from pupils with whom they work • Ability to relate and communicate effectively with others • Good organisational and planning skills • Flexible approach to working in a team • Enthusiastic outlook, with a “can do” attitude • Excellent interpersonal skills • Commitment to supporting the ethos of the school. • Commitment to safeguarding and promoting the welfare of children and young people.	√ √ √ √ √ √ √ √ √		A,I,R A,I,R A,I,R A,I,R A,I,R A,I,R A,I,R A,I,R A,I,R

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