



Technology

Post:	Technology Technician
Responsible to:	Head of Technology/Facilities Manager
Grade:	Grade C (NJC SCP 11 - 13)
Contract:	37 hours per week, term time + 5 inset days

Purpose

To assist and support teaching staff in providing students with a relevant and effective Technology experience and ensure high levels of achievement

Principal Responsibility Areas

1. Assist and support Technology staff in developing appropriate resources for teaching and learning.
2. Under the direction of the Head of Department and Facilities Manager ensure all Health and Safety requirements are met.
3. Maintain and monitor consumables and equipment in the department to ensure students are able to access a wide range of materials and processes as part of their Technology provision.
4. Assist in administrative duties in accordance with Workforce Reform.

Key Tasks

1. Prepare materials and equipment for practical lessons and projects, including preparation of demonstration materials and resources, and the stocking of classrooms with consumable items.
2. Maintain machinery and equipment in accordance with Health and Safety requirements.
3. Complete and maintain records of daily/weekly Health and Safety checks on all equipment, resources and machinery.
4. Report any Health and Safety issues/concerns to the Head of Department and Facilities Manager as appropriate
5. Carry out first line servicing of machines and equipment, ensuring safety and reliability. This will include cleaning, oiling, sharpening, removing dust and carrying out minor repairs
6. Clean and sharpen hand tools and maintain the good order and organisation of the workshop and its storage facilities.
7. Under the supervision of the Head of Department maintain and monitor stock levels and assist in the ordering of materials and equipment.
8. Prepare and mount display materials and equipment
9. Control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health and Safety and COSHH regulations are adhered to.
10. Maintain all necessary safety signs adjacent to machinery.
11. Keep sinks and work tops clean.
12. Keep stock rooms and Technician's work area clean, tidy and in good order



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3. Generic responsibilities

To comply with the Council's/College's Health and Safety Policy and associated safe working procedures and guidelines.

To comply with the Council's/College's Single Equality Policy and to ensure that it is implemented within the service area of the post.

To comply with the Council's/College's Data Protection Policy/legal requirements.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the College will expect to revise this job description from time to time and will consult the postholder at the appropriate time.

This post is subject to satisfactory enhanced DBS certificate.

Date reviewed: June 2017

Signed: _____ Date: _____

COWLEY INTERNATIONAL COLLEGE

Principal: Mr C Sheeran

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