

## Technology Technician

### Main Duties and Responsibilities:

To provide technical and general support within the school under the direction of the Head of Technology

1. Preparation of rooms, workshops and learning materials etc.
  - a) Ensuring all equipment and materials are prepared for demonstration or student use as requested.
  - b) Provide technical advice and assistance to teachers and students and assist in practical activities as appropriate.
  - c) Where appropriate ensure all labels referring to safety hazards are clearly visible and that all safety guards are fitted correctly.
  - d) Ensure all items are in good working order and in cases of malfunction arrange repairs through the established procedure.
2. Clearance of rooms, laboratories, studios, workshops etc.
  - a) Put away tools and equipment after classes and other activities and store in accordance with appropriate health and safety and storage requirements. Check for malfunction and arrange for repairs through established procedure.
  - b) Dispose of or reclaim used materials in accordance with procedures and Health and Safety requirements.
  - c) Wash and/or store away equipment.
  - d) Put away part completed work for students' future use.
3. Maintenance and Repairs
  - a) Carry out maintenance and first line repairs to equipment and apparatus. Report need for further repairs or replacement to the Head of Department as appropriate.
4. Equipment and Materials
  - a) Maintain and keep records of equipment and materials for inventory purposes.
  - b) Maintain stock levels of and materials and re-order, as appropriate, through the established procedure.
  - c) Check deliveries and invoices, if appropriate, and refer any queries to appropriate staff.
  - d) Liaise with machine/equipment suppliers to resolve any technical problems as and when they arise.
5. Development
  - a) Keep abreast of current technology and practical methods.
  - b) Construct and modify apparatus, liaising with teaching staff in the development of apparatus and equipment for use in practical activities.
  - c) Advise teaching staff regarding the technical requirements of the curriculum, taking part in the development of practical resources, including trialling and providing costings.



6. Ensure Health and Safety regulations are complied with.
7. Ensure all equipment, materials, apparatus, tools and machinery are kept in their designated places and that all appropriate security measures are observed.
8. This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature/level undertaken within the school are not excluded because they are not itemised.
9. The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training may be given to enable the postholder to undertake this new/varied work.