



Stalham High School



Job Description

Post Title: Technician (Technology) Level 1
Hours of work: 25 hours per week, 8.00am – 1.00pm
Term time plus one week
Salary: Scale D (£16,231 - £17,372) pro rata
Contract: Temporary Cover for Staff absence
To commence: As soon as possible

1. PURPOSE AND SCOPE

Under the overall direction and control of the Head of Department or Senior and/or Technicians and in accordance with the procedure of the school work with teaching staff to support the teaching and learning in the department by ensuring the effective preparation, maintenance and storage of tools, materials, equipment, furniture and fittings and undertake learning activities with pupils and teachers. Can act as a cover supervisor if appropriately trained.

Undertakes activities in all areas of the department including wood/metal workshops, food, textiles, graphics and electronics.

2. ORGANISATIONAL RELATIONSHIPS

Responsible to the Head of Department.

3. PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

Planning and Preparation

- To undertake preparations of materials for students' practical work including machinery, materials for projects and designs.
- To produce jigs, formers, teaching aids, storage racks and other development projects.
- To enquire about tools and materials that are required, their availability, cost etc and if authorised to purchase such items using the school's normal procedures.
- To assist in the production of technical information that is to be used by staff and students.
- To assist students and teachers in lessons (Product Design and Graphics, where required), particularly with supervision of machinery use.
- To understand and be aware of all health and safety instructions on the use of the department's resources (e.g. tools, materials, equipment etc).
- To undertake preparatory work in the food, textiles and art classrooms as required.

Maintenance



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- To grind and sharpen hand and machine tools and have general oversight/maintenance of other hand tools.
- To clean, oil and carry out day to day maintenance of machine tools including regular checks and adjustments of belts and guards.
- To maintain and clean benches, vices, bench hooks and stops, stools and working surface areas in all parts of the department.
- To undertake repair of other school equipment and fittings and other maintenance work appropriate to the competencies of the post holder.

Stock Maintenance and Storage

- To receive, check and store all equipment and materials reporting on stock levels and conditions as required.
- Check and store all deliveries in an efficient and safe manner.
- Link with local industry in order to obtain materials and equipment that might otherwise be thrown away and sort, standardise and store such materials.

Health and Safety

- To oversee the general equipment safety check which is carried out annually and to upgrade or repair any items that this check indicates requires attention.
- To oversee the permanent electrical installation check that is carried out every five years by an authorised contractor.
- To be responsible for PAT testing within the department ensuring that all testing is carried out to a high standard.
- To help when necessary with PAT testing within any other department.
- To inform the Head of Department of any deficiencies in any equipment tested that would make it unrepairable or unsafe.
- To inform the Head of Department of any general Health & Safety or other risks within the department.
- To attend regular training sessions to keep up to date with statutory requirements and any changes in work practice.
- To make certain that all equipment in the Department conforms to Health & Safety requirements by making checks on a daily, weekly and termly basis as necessary.

Administrative and Other Tasks

- Photocopying and duplicating.
- Stock control, keeping records, ordering materials, sorting out invoices and receipts, inventory checks.



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- To fulfil DATA training obligations (as directed by the School)
- Supporting risk assessment and Health & Safety requirements.
- Carrying out other activities that can be reasonably required within the grade and scope of the post, including 1-2-1 work with students where required.