



St Joseph's Roman Catholic High School

Job Description

Job Description - TECHNOLOGY TECHNICIAN – GRADE F

School Mission Statement

Jesus Christ is our family role model

**Opening our hearts and minds to dream the impossible and achieve beyond
our wildest imagination**

Everybody is valued and respected

Young and old will journey together to build God's Kingdom.

Striving for academic excellence and celebrating success in all we do

Purpose	<ul style="list-style-type: none"> • To provide a support service to Design Technology department enabling a safe and well equipped environment for practical work to support the teaching to all student. • To coordinate the use of practical resources and facilities and provide assistance and advice in the practical needs of the Design Technology curriculum including liaising with teaching and support staff outside the department. • In collaboration with class teachers, supports, plans, prepares and delivers elements of learning to students on a one to one, small group or class basis.
Reporting To	<ul style="list-style-type: none"> • Head of Department
Responsible For	<ul style="list-style-type: none"> • n/a
Salary/Grade	<ul style="list-style-type: none"> • GRADE F
Hours	<ul style="list-style-type: none"> • 35 hours per week TTO + 5 days
Disclosure	<ul style="list-style-type: none"> • Enhanced
Principal Responsibilities	<ul style="list-style-type: none"> • To have responsibility for ensuring Design Technology department operates within safe systems of work, including risk assessments and COSHH following Health and Safety guidelines. • To ensure that all equipment and machinery is in working order and carry out repairs as appropriate. • Under the direction of Head of Department to have responsibility for monitoring and ordering of all resources and consumables within agreed budgets. • To support pupils in all Design Technology subjects at KS3 and KS4. • To prepare and distribute resources to aid the delivery of the curriculum across all areas
MAIN DUTIES	
	<ul style="list-style-type: none"> • To manage, classify, record and order resources and consumables across all subjects within the department • To ensure best value for all purchases within the department by comparing prices from different suppliers (this will involve independent research). • To have responsibility for department inventory, ensuring all single item purchases over £50 are recorded. • To monitor departmental spend with financial years. • To responsibility for health and safety within the department across all subject areas. • To complete and compile comprehensive risk assessment for the whole department and review as appropriate. • To have responsibility for ensuring that all hazardous substances are stored securely and that there are COSHH safety sheets for all chemicals within the department.

	<ul style="list-style-type: none"> • To undertake first aid duties for the department and across school as and when required. Training provided. • To have responsibility for ensuring that all equipment and machinery is operational and fit for purpose. • To supervise pupils whilst operating machinery and equipment ensuring that safe systems of work are followed at all times. • Support class teachers by ensuring that pupils are using correct safety protection equipment (PPE) whilst undertaking practical lessons. • To assist with GCSE individual pupils projects. • To contribute with departmental development plans. • To carry out weakly cleans on items such as fridge/ovens and clean as appropriate. • To assist with the loading/unloading of washing machine/tumble dryer • To allow effective management of resources in Food Technology. <p>Other duties of general site management that may be reasonably requested by the Head Teacher to meet the needs of the school.</p> <p>This is not an exhaustive list of responsibilities and related duties and may be amended at the discretion of the Head Teacher to meet the needs of the school.</p>
ADDITIONAL DUTIES	
	<ul style="list-style-type: none"> • To have responsibility for the installation and maintenance of specific Technology departmental I.T. software. • To ensure that I.T equipment within department is fit for purpose and carry out repairs as agreed with I.T. Network Manager. • Under the direction of the I.T Network Manager carry out installation and repositioning of projectors, interactive whiteboards and fixed items such as TV display. • To carry out weekly inspection of school mini buses to ensure that all vehicles safe and road worthy at all times. • To arrange routine garage repairs and annual garage service and MOT of school mini buses. • To have responsibility for ensuring that 'Mini Bus Inspection Sheets' are completed by individual members of staff before taking/driving any vehicle off site. • To organise and arrange periodic service with external agencies.
Support for Colleagues	<ul style="list-style-type: none"> • To establish constructive relationships with colleagues. • Work as part of the team and co-operate and communicate with, share resources and expertise with colleagues.
Support for School	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person. • Contribute to the overall ethos/work/aims of the school. • Attend and participate in regular meetings as required.

	<ul style="list-style-type: none"> Recognise own strengths and areas of expertise and use these to advise and support others.
	<p><i>The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.</i></p>
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.</p> <p>This job description details duties and responsibilities but does not indicate the amount of time to be spent carrying them out. No part of it may be so construed.</p> <p>This job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

January 2025

PERSON SPECIFICATION

School ST JOSEPHS RC HIGH SCHOOL
Job Title TECHNOLOGY TECHNICIAN

STAGE ONE Disabled Candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
<p>1. Skills and Knowledge</p> <ul style="list-style-type: none"> • Able to work on own initiative as well as a member of a team • Adaptable and self-motivated • Well organised • Able to prioritise tasks • Literate and numerate • Articulate and communicative • Outgoing pleasant manner • Sound knowledge of Health & Safety Issues • Ability to complete risk assessments, COSHH safety sheets • Ability to operate departmental specific machinery • Ability to carry out minor repairs to the dome, mini buses, IT equipment and other areas of school fabric and building as appropriate. 	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>Customer Care - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users.</p> <p>Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.</p> <p>Developing Self and Others - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others' learning and share learning with others</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>

2. Experience/Qualifications/Training etc	
2. <ul style="list-style-type: none"> • Wide general knowledge of woodwork, electronics, food technology, textiles and metal work skills. • Knowledge and experience of operating within budget constraints. • Knowledge and experience of stock control and order of consumables. • Experience of working in a public environment 	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview

3. Work Related Circumstances	
<ul style="list-style-type: none"> • Willingness to be flexible as required (i.e. working after school hours) • Ability to cope with physical demands of the job e.g. lifting, carrying • Able to work in a busy school environment and relate effectively with children and adults 	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview

STAGE TWO Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS	METHOD OF ASSESSMENT
1. Skills and Knowledge	
<ul style="list-style-type: none"> • Relating to the Health and Safety at Work Act; • A flexible approach to maintenance and cleaning type tasks; 	Application Form/Interview Application Form/Interview Application Form/Interview

Note to Applicants: Please try to show in your application form, how best you meet these requirements

Date Person Specification prepared/updated

January 2025

Person Specification prepared by

C Roberts