

# The Ecclesbourne School

Learning Together for the Future



## JOB DESCRIPTION TECHNOLOGY TECHNICIAN

Job title: Technology Technician (Textiles and Food)  
Team Lead: Head of Technology  
Responsible for: Any staff who may be assigned to the post

### CORE RESPONSIBILITIES

1. To contribute to the smooth running of the School through the delivery of an effective and efficient Technology support and technician service for students, staff, parents and all associated with the School.
2. To support the delivery of Technology in the classroom.
3. To fulfill your responsibility to undertake continuous professional development and engage positively with annual Personal Reviews showing a willingness to expand your knowledge and skills by attending relevant professional development.

### Specific Duties (to include)

1. To supply, check and prepare materials, resources and equipment for daily use and prepare materials for long term projects.
2. To check that equipment is available at the start of lessons and ensure that it is returned at the end.
3. Provide technical advice and help to staff and students.
4. Provide support to students in the classroom, in groups or on an individual basis, under the direction of the classroom teacher.
5. To carry out routine maintenance of textiles and food equipment, machines and hand tools to include:
  - a. Repairs where appropriate as necessary with appropriate regulations and safety practices
  - b. Checks on the correct functioning of machines and hand tools
  - c. Annual portable appliance testing of technology equipment.
6. To maintain continuous oversight of working practices within the department to ensure that all safety procedures are being adhered to.
7. Advise staff on the status of materials and other stock and undertake inventory checks.
8. Maintain storage and display for students' work and other materials.
9. Prepare materials and/or resource packs for teachers and students' design based projects.
10. Laundering of items as requested, included tea towels, dish cloths, oven gloves, table linen and ironing board covers.
11. Ensure work areas and store rooms are clean and tidy.
12. Order resources, and materials, adhering to school procedures.

Name.....

Signature..... Date.....

**Other Duties:**

- 1 To take reasonable care for the health and safety of her/himself and other persons who may be affected by her/his activities and, where appropriate, safeguarding the health and safety of all other persons under her/his control and guidance, in accordance with the provisions of the Health and Safety Legislation and the School's own policies. This will involve liaising with the Health and Safety Officer in areas of emergency such as fire drills.
- 2 To exercise proper care in handling, operating and safeguarding any equipment, systems or appliances provided or issued by the School for the post-holder's individual or shared use in the performance of his/her duties including computer equipment.
- 3 To be involved in the Performance Management/Personal Review procedures of the School either in the role of a reviewee responsible for continually seeking to develop professionally and/or in the role of a reviewer responsible for supporting the work of colleagues as they seek to develop professionally.
- 4 To support the examination process of the School in any way necessary, including invigilation duties.
- 5 To positively promote the good name of the School and actively support its aims.
- 6 To undertake any other tasks which may reasonably be regarded as being within the nature of the duties and responsibilities of the post defined above, subject to the proviso that any significant and permanent changes shall, after satisfactory negotiation by both parties, be incorporated into a revised job description in specific terms.

You are required to preserve the confidentiality of any information regarding staff (in connection with their employment) and students and this obligation shall continue indefinitely. A breach of this requirement will be regarded as misconduct and as such may be grounds for dismissal.

The duties summarised in your job description are indicative and we retain the right to include other reasonable duties which may be reasonably requested commensurate with the post held and duties undertaken.

As you are aware, any post working within a School includes substantial access to young people and all appointments are subject to an enhanced Disclosure and Barring Service check and a satisfactory result being received. All employees (temporary or permanent) are required to inform the School of any subsequent convictions or other matters whilst employed by the School. Failure to do so will result in the disciplinary process being invoked. All employees in posts eligible for an enhanced check are contractually required to undergo a re-check upon request.

Name.....

Signature..... Date.....