



# All Hallows Catholic High School

---

## Job Specification

### Technology Technician

The Design & Technology team at All Hallows Catholic High School are looking to appoint a practical, motivated and confident Technician to support staff and students in the preparation and delivery of the KS3 and KS4 curriculum in our outstanding and supportive department.

The successful candidate will have;

- Excellent interpersonal skills
- The ability to self-motivate
- Experience with; or a desire to; work with young people and help them achieve
- The ability to work as part of a team
- Confidence in the use of IT equipment
- Some practical experience
- An awareness of Health & Safety procedures
- The willingness to learn and train on the job
- Excellent organisational skills

The post would suit someone who has an interest in practical activities, is enthusiastic about Technology, and is flexible in their approach. Good organisational skills are essential for this varied and interesting post.

This is a permanent full time position (8.30am - 4.30pm). The successful applicant will be responsible for taking on a range of duties that include:

- Maintaining monitoring and servicing of equipment
- Preparing lesson materials
- Assisting in the day to day organisation of the department
- Organising and taking part in demonstrations
- Supporting pupils across KS3, KS4 during lessons and after school
- Ensuring supplies of materials are in stock and available for the department
- Ensure the safe and secure storage of resources/materials/equipment to prevent unauthorised access
- Cleaning of equipment, keeping workshops and classrooms tidy
- Providing administrative help in the department
- Maintaining paperwork, including stocktaking and orders for new stock or equipment
- Undertaking of safety checks
- Observing strict Health and Safety guidelines and keeping knowledge and records/paperwork of these up-to-date
- To ensure the appropriate safety standards apply in relation to COSHH regulations (Training provided).
- Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.

- Setting up and clearing away lesson resources
- General maintenance of sharp-edged tools in workshop and Food Technology room
- Regular cleaning and lubrication of machines and equipment as specified in manufacturers schedules.

Apart from being organised and methodical in their approach and having the ability to work independently, the ideal applicant should have relevant practical experience, good subject knowledge and will preferably have either a background of working in schools or have industry related experience as well as an awareness of relevant health & safety procedures.

Design & Technology Technicians must be competent in the use of and maintenance of workshop machinery. Training and certification will be provided to the successful candidate but previous experience or certification for the following machinery would be an advantage;

- Band Saw
- Table Saw
- Pillar Drill
- Linisher
- Lathe
- Laser cutter
- 3D Printer
- PCB Etchant tank
- Sewing machine