

Northern Education Trust – Job Description

Job Title:	Technology Technician	JE Reference	JE024
Base:	Hetton Academy		
Reports to:	Head of Department	Grade:	Grade 4 SCP 10 - SCP 12
Service responsibility:		Salary:	£28,608.00 - £29,542.00 FTE, (Salary to be pro rata £12,637.58 - £13,050.18)
Additional:		Term:	18.5 hours, 39 weeks

JOB PURPOSE

- Supporting teaching and learning in the technology department on a day to day basis as directed by the Head of Department

JOB SUMMARY

1. To liaise regularly with the Head of Department/Head of Faculty
2. General preparation of materials within the technology department and assisting with the demonstration of lessons
3. Basic maintenance and setting up of workshop tools and machinery
4. Supporting staff in the use of ICT, including CAD/CAM
5. Organise, maintain and monitor all Technology tools, machines and equipment
6. Ordering of resources and stock
7. Maintaining an inventory and management of materials and stock
8. Use of heat treatment facilities – brazing, welding and casting
9. Reporting of faulty machinery and liaising with contractors where appropriate
10. Maintaining classroom displays
11. Health and Safety audits and advice to staff
12. Potable appliance testing of all electrical equipment in designated areas
13. Assisting teachers to support teaching and learning in the classroom
14. To comply with the academy's child safeguarding procedures, including regular liaison with the academy's designated child safeguarding person over any safeguarding issues or concerns
15. To comply with the academy policies and procedures at all times
16. Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation

GDPR

1. To adhere to GDPR and data protection regulations, whilst maintaining confidentiality

Safeguarding

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

General

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and 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

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date: