

POSITION DESCRIPTION
Technology Technician – Hard Technology

Hours: 35 per week term time only 40 weeks per year

Lines of Functional Accountability:

- The Head of Department of Technology
- Human Resource Manager(for Individual Agreement matters only); and
- The Principal

Agreement:

- Support Staff in Schools Collective agreement

Core Competencies

Participating and contributing – demonstrating the ability to respond appropriately as a group member and make connections to others.

- Supports and models the school's values
- Adheres to the Rangitoto College Board of Trustees Policies
- Supports and assists students
- Does what is right and takes responsibility for own actions
- Identifies and participates in learning opportunities
- Accepts and manages personal responses to change in a positive manner
- Works collaboratively as a team member
- Demonstrates initiative

Standards

Rangitoto College markets itself as a superior institution, it is expected that standards of professional conduct, dress, language and manners of employees will reflect credit on the College.

Amendment

The employer and the employee both acknowledge that this job description may need to be amended from time to time during the currency of the agreement to which it is a schedule, so as to better reflect the nature of the position or the requirements of the school.

Personal Attributes

Maintain a professional attitude in all aspects of the role.

- to be friendly, patient, mature, professional and courteous;
- to be team oriented, able to multi-task;
- to have excellent people skills including the ability to relate to teenagers on a professional level;
- the ability to work autonomously when required;
- to have the initiative, ability and experience necessary to identify and proactively solve problems;
- To have a flexible, 'can-do', work ethic.

Service Delivery

Key tasks

The key tasks and responsibilities for the position are listed below

- Day to Day workshop maintenance to an agreed standard between the Employer and Employer
- To effectively execute the duties of this position, the use of machinery (compound saw, sander, band saw, drilling machines) will be necessary. Safety has been taught in workshop classes and these procedures must be followed.
- Resource building for Hard Technology
- Effectively and efficiently stocking of the storeroom and maintenance of these stocks to ensure adequate availability at all times;
- Room stock-taking on a daily basis to ensure adequate availability at all times
- Department photocopying as and when required;
- Project material preparation as directed by the Head of Department and/or their nominee; and
- To be aware of the Health and Safety requirements of the position and area of work, and to advise the Head of Department or their nominee of any concerns as a matter of priority.
- Servicing innovative equipment such as 3D printers, Laser Cutters

Signed _____
Director of Human Resources

Date _____

Signed _____
Technology Technician – Hard Technology

Date _____