



## Technology Workshop Technician

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### Job Description (Support Staff)

**Position:** Technology Workshop Technician

**Reporting to:** Head of Subject – Design Technology, HOF Technology,  
Deputy Principal (Technology)

**Responsible to:** Business Manager

**Hours of Employment:** 16 hours per week, 40 weeks per annum (term time only). Times are flexible depending on faculty requirements.

**Type of Contract:** Support Staff in Schools Collective Agreement

Key Tasks	Expected Outcomes
Workshop Management	<p>The Employee is to carry out Workshop management tasks in conjunction with and under the general direction of the subject leader (curriculum leader's – CL's) such as:</p> <ul style="list-style-type: none"><li>• Effectively and efficiently stocking the storerooms.</li><li>• Maintaining stock levels to always ensure adequate availability.</li><li>• Workshop material preparation as directed by curriculum lead.</li><li>• Efficient and professional communication with external suppliers.</li><li>• To be aware of Health and Safety requirements of the position and area of work, and to advise relevant staff of any concerns as a matter of priority. Safety has been taught in workshop classes and these procedures must be followed.</li><li>• All such other tasks as may be from time to time reasonably required.</li></ul>

<b>Workshop Technician</b>	<p><b>The Employee is to carry out technical support tasks within the Technology Workshops/classrooms which could include the following:</b></p> <ul style="list-style-type: none"> <li>• Day-to-day workshop and classroom maintenance, following a maintenance schedule.</li> <li>• Monitoring, maintaining, and ensuring the following Technology Workshop equipment is always in safe working order: <ul style="list-style-type: none"> <li>○ Machinery – lathes, milling machine, saws, sanders, drilling machines, welders, etc.</li> <li>○ Maintenance of laser-cutter and 3D printers.</li> <li>○ Maintenance of tools – sharpening chisels, blade replacements, etc</li> <li>○ Annual refresh of workshop spaces – replacement of tabletops, etc</li> <li>○ Other equipment and systems as appropriate.</li> </ul> </li> <li>• Ensuring regular and effective communication with relevant staff.</li> <li>• All such other tasks as may be from time to time reasonably required.</li> </ul>
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**Person Specifications:**

1. To be excellent in organisational skills.
2. Have a high level of self-motivation coupled with flexibility.
3. To be proactive in identifying problems and suggest solutions.
4. To have excellent people skills including the ability to relate to teenagers on a professional level.
5. To be able to prioritise tasks, in respect to the workload.
6. To have a high level of attention to detail and to understand the Health and Safety requirements within a Workshop environment.
7. To be technically minded, logical, and methodical.
8. To have a high standard of presentation.
9. Hold a current driver’s licence.

**Accountability:**

To participate in an annual self-appraisal, which will be designed to highlight personal strengths and achievements, identify any professional development needs, and help focus on the key tasks and responsibilities required by this position.

**Job Description Approved By:**

Signed: \_\_\_\_\_ [Name] Date: \_\_\_\_\_

Signed: \_\_\_\_\_ CJ Healey, Principal Date: \_\_\_\_\_

**NOTE:** This job description is intended to focus on the important tasks and responsibilities of this position. This job description is not intended to be restrictive nor limit the tasks and responsibilities to only those described above