

**Senior Technology Technician**

**ROLE:**

To support Teaching and Learning through the effective delivery of the Technology Curriculum.

**ACCOUNTABILITY:**

To the Head of Technology.

**SPECIFIC RESPONSIBILITIES INCLUDE:**

* Preparation of pupil materials and ingredients
* Organisation and maintenance of Technician work areas.
* Maintain work areas, surfaces and technology rooms to ensure they are clean and tidy at the end of each day.
* Responsible for monitoring the departmental budget and ensuring value for money
* Routine maintenance of tools and equipment in the Technology Department.
* Support the Technology Department with stocktaking and ordering of materials.
* Provide appropriate support to pupils as required by Teaching staff and Head of Department, contributing to the overall technical expertise within the Technology Department.
* Facilitate the delivery of your specialist subject area by coordinating the planning, developing and/organising of equipment and procedures.
* Work as part of the Technology team in the development of new teaching materials and the improvement of the pupil environment.
* To contribute to the operation of identified classrooms consistent with relevant health and safety requirements.
* Ensure adherence to health and safety regulations in relation to equipment and materials used by staff and pupils.
* Maintaining an up to date first aid qualification and attending/ supporting with first aid calls across school.
* Provide support for reasonable requests from other areas, as directed by the Head of Technology.
* To keep up to date with technical and innovative developments in appropriate areas in line with the requirements and grade of the post.
* Any other duties or tasks reasonably requested by the Management of the school.

**NOTES**:

Lytham St Annes High School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment and to demonstrate suitability for working with young people. The successful applicant will be required to undertake and maintain an enhanced DBS check.

* At all times to carry out the duties in accordance with school-based policies, Data Protection and Health and Safety procedures.
* Continuing professional development and participation in the staff review system are requirements of the role.
* Participate in departmental meetings and/ or subject specific training appropriate to the role.
* Responsibilities/duties may be varied at any time to meet changed circumstances in a manner compatible with the post held.
* The post holder will be expected to work their hours flexibly depending on the operational needs of the school.
* It is the responsibility of drivers who intend to use their vehicles for work related purposes to ensure they hold the appropriate level of business insurance.
* The post holder should hold a full UK driving licence and have use of own vehicle for banking duties.
* Responsibilities contained in this job description may be modified or amended at any time after consultation with the post holder.

**CONTRACTUAL TERMS:**

Annual Arrangements : Full Year

HOURS: 37 hours per week Monday to Friday

SALARY: LCC EPR – 12 Grade Model – Grade 6 (scp 11 – 19)

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**R. Baker**

**HEADTEACHER**