



Job Description –Technology Technician

Position Title	Technology Technician
Reports to	Head of Technology and Hard Materials teacher
Working Relationships	Internal: staff and students

Purpose of the position

To provide a safe and functional environment for students to learn in and support staff in their role of teaching by way of having equipment maintained and ready for use. At all times being in accordance with our four uara - four principles to enact our vision and values.

Key Responsibilities	Appraisal Indicators
Carry out minor repairs to benches, shelves, cabinetry and touch up painting.	Chattels are in well maintained condition.
Prepare materials and look after equipment in general. Test and tagging (training given).	All learners have materials needed for lessons and equipment is in working order for use.
Keep storage of materials and equipment tidy and safe.	A safe environment is upheld at all times.
Clean down around machinery.	A clean working environment is upheld.
Work with staff to produce a work schedule.	Staff are supported in having what is needed to teach lessons in a timely manner.

Declaration: I have read the preceding and agree that I understand the role and responsibilities of the role and. I have no knowledge of any health issues that would interfere with or preclude my ability to perform the role.

Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>
Appointee:	<i>Signature of the appointee</i>
Date appointed:	<i>Date upon which the appointee has been offered the position</i>