



Gordon's School

Technology Technician – Job description

Reports to: Head of Technology
Hours: 25 hours per week, term time only
Salary: c£13,830 p.a. plus free lunch, parking and use of the fitness centre

Main Purpose of the Job

To assist teachers to deliver lessons by providing support in Technology lessons and maintaining specialist/ equipment and resources.

Duties and Responsibilities

Your duties will include but not be limited to:

- Ensure that Health and Safety requirements are met.
- Assist teaching staff in developing/ preparing appropriate resources for teaching and learning.
- Assisting students in the manufacturing of their practical outcomes in and outside of lesson time.
- Check and prepare materials, resources and equipment as required.
- Maintain stock control, including ordering and keeping within budget.
- Carry out routine maintenance of equipment, machinery, workspace and tools as required and where appropriate.
- Support students and teachers in lessons when required.
- Assist with the creation of displays and exemplar materials.
- Administrative tasks as required i.e. photocopying, taking minutes etc.

Special Factors

- Some heavy lifting will be required.
- Working week schedule can be flexible – to be discussed with Head of Department.

Person Specification

Experience / Qualifications

- Practical skills and experience of using workshop machinery is essential.
- Experience of using Microsoft Office programmes, Excel, Word etc. is desirable.

Personal Skills

- Able to work with students and staff.
- Flexible.
- Able to plan and prioritise own workload.

Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including an enhanced DBS check.