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| **Position Title:**  Technology technician | **Last Updated:**  2019 |
| **Incumbent:**  - | **Approved By:** (signature of Position Holder) |
| **Reports To:**  Head of Technology | (signature of immediate Manager) |
| **Tenure:**  Permanent – 40 hours per week  ½ hour unpaid lunch break | **Working Hours:**  Full-time  8:30am – 4:00pm |
| **Service Areas:**  Technology  Visual Art |  |

**Section One - Position Summary**

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| The purpose of this role is to:  Support teaching staff in the delivery of Technology and Visual Art courses, inclusive of the provision of safe, professional and creative working environments. |

**Section Two - Dimensions**

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| Number of people reporting directly to the position: | n/a |
| Total number of employees supervised. | n/a |
| Operating Budget: | n/a –  HOL Technology and Visual Art are budget holders respectively. |

**Section Three – Functional Relationships**

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| Internal Teaching Staff, Support Staff, Students, Wider community such as whanau | External Suppliers (goods and services) |

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| Other Information including changes likely to occur over next 12 months:   * Revised Job Description depending on successful applicant’s strengths |

**Section Four – Major Activities**

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| **Key Tasks** | **Outcomes/Objectives** | **Rank** |
| Co-ordination of servicing and maintenance of tools and equipment | * Keep accurate records of assets * Organise for regular serving of all tools and equipment * Maintain service records | 1 |
| Co-ordination of building/ property maintenance and repairs | * Keep accurate records of all jobs logged and completed * Organise and follow up jobs as necessary * Inclusive of extraction and heating systems | 1 |
| Health and Safety | * Comply with Board policies at all times * Always practice and demonstrate sound workplace practices * Understand and be able to assist with specified tools/ equipment * Advise staff and students observed on best health and safety practices where appropriate * Update and maintain the department risk register * Liaise with HOL and staff to ensure best practice across the department * Maintain and store data information sheets and SOP resources | 1 |
| Support in the organisation of tools, equipment and resources across the Technology block | * Regular stock take * Suggestions for ways to store and monitor resources such as tools * Support for staff in locating and preparing resources where necessary | 1 |
| Support with set up, pack down of practical sessions – where appropriate | * Support with ensuring demonstrations are ready to go * Assistance with set up and maintenance of gear trolleys * Logging and follow up of any tools, equipment and machinery that requires serving and/ or replacement | 1 |
| Support and training for specialist equipment; A1 printer, 3D printer, Engraver, Vinyl cutter and CNC machine, photo studio | * Support 1:1 with student projects to set up and use specialist equipment * Staff training and student support in use of specialist equipment * Co-ordination of servicing/ repairs as necessary * Development of ‘how to’ and codes of practice for specialist equipment | 1 |
| Support in ordering of resources for staff in consultation with HOL | * Ordering materials and updating the running budget totals * Finding new suppliers where necessary * Providing quotes for materials/ services * Liaising with HOL to ensure staff are following due process when producing order lists * Going to purchase tools/ equipment where necessary | 2 |
| Support during practical sessions | * Photographing students – required for assessment * Making images available on Google Classroom * Other assistance as required by teacher in accordance to training and as per the ‘technician roles’ document | 2 |
| Support with internal and external moderation | * Scanning, labelling and correct storage of student samples * Photography, storage and labelling of student outcomes * Assistance with the packing and storage of all internal and external moderation | 2 |
| Technology curation in liaison with HOL | * Managing the exhibition timetable * Booking the JPC facilities * Maintaining exhibition spaces, post event * Student displays & set up * Development/ location (and possible production) of stands and cabinets where required | 3 |
| Advertising and media | * Posters * Name tags and labels * Online promotion * Photographing of events and students work * Archiving visual records * Design of department resources and updating digital resource banks | 3 |
| Reprographics work | * Specialist scanning * Speciality printing * Technical support for software (staff/students) * Visual communication and branding across the areas | 3 |

# Section Five – Decision Making Authority

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| **Decisions Expected** | **Recommendations Expected** |
| * To be made after consultation with HOL | * To liaise with and inform HOL as per list above |

**Section Six – Training and Experience Requirements**

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| **Formal Qualifications:** |
| * A degree or work experience relevant to the nature of the work (Art, Design, Trade) – especially in light of supporting students and staff in using specialist tools * Ability to upskill using providers as well as independently * Attitude, pace, organisation and communication skills are most important |

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| **Training or previous work experience:** |
| * As above – incumbent must have sound understanding of ICT as well as be able to use a camera well * Must have an understanding of how to create professional and creative displays |