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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 week½ hour unpaid lunch break | **Working Hours:**Full-time8:30am – 4:00pm |
| **Service Areas:**TechnologyVisual 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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| InternalTeaching Staff, Support Staff, Students, Wider community such as whanau | ExternalSuppliers (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
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**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
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**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
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