**ST MALACHY’S COLLEGE**

**JOB DESCRIPTION**

**TECHNOLOGY TECHNICIAN WITH CARETAKER (BUILDING SUPERVISOR) DUTIES**

**Responsible to:** The Principal, Bursar, Head of Technology

**Requirements:**

*Essential:* A minimum of 5 GCSEs or equivalent passes including English and Mathematics, and either knowledge of electronics or machine maintenance or have experience in IT.

*Desirable:* A-Level TD, or Certification in use of Technology workshop machinery, or City & Guilds 6131, or one-year T&D experience, or woodwork skills, or metalwork skills, or CADCAM experience.

**Working Hours**: Monday to Thursday: 8.30 am – 4.45 pm, Fridays: 8.30 am to 4.15 pm

**Summer-time working hours (from 1 July to date pupils return in late August)**

Monday to Thursday: 8.30 am – 3.45 pm, Fridays: 8.30 am to 2.45 pm

You will receive a 15-minute tea break in the morning and 45 minutes for lunch.

**Salary:** NJC scale point 5 to 6, £23,500 to £23,893

**Pension:** Northern Ireland Local Government Officers’ Superannuation Scheme (NILGOSC)

**1.0 JOB PURPOSE**

The Technician will ensure that whole school requirements are met in regard to support for Technology and Design. The appointee will be expected to keep fully up-to-date with all developments in his/her area of responsibility and attend suitable training courses including courses in new technologies such as CNC equipment and 3D printers, to utilise CAM machinery to support teachers in producing student work and to attend all health and safety training and equipment training courses as determined by the management of the school. During out of term periods, the Technician will undertake Building Supervisor duties.

**MAIN DUTIES AND RESPONSIBILITIES**

**2.0 GENERAL RESPONSIBILITIES**

1. Set out equipment and materials as required for the teachers in preparation for classes.
2. Be responsible for the maintenance and servicing of equipment and carry out repairs to any equipment when necessary.
3. Set up demonstrations as required for classes under the teachers’ instruction.
4. Maintain classrooms and all other accommodation within the suite in an organised, efficient and tidy manner.
5. Wash and clean all worktops, sinks and appropriate tools and equipment.
6. Keep all equipment in the department clean and in operable condition.
7. Ensure specific storage places are allocated for resources with a view to maximise its efficient movement and use within the department.
8. Report all breakages at once to the Head of Department.
9. Assist with carrying out demonstrations when required.
10. Help in the preparation of materials etc. required for teaching purposes.
11. Plan and build electronic circuits for use in class as demonstrations.
12. Assist pupils in the planning and manufacture of electronic circuits.
13. Assist and operate audio-visual equipment as required.
14. Assist the Information Technology Technician with the installation and maintenance of software on the suites network.
15. Supervise and assist pupils in the completion of their coursework during and after school.
16. Demonstrate equipment and its proper use to pupils on a one-to-one basis.

**3.0 ADMINISTRATION**

1. Keep stocks of materials and replacement parts for tools and equipment at the required level.
2. Maintain stock control records (including an annual stock check) of equipment, books, tools, materials and other consumables.
3. Assist in the compilation of annual estimates of new equipment, replacements and materials.
4. Check all materials and equipment on delivery and submit advice notes to the Bursars office.
5. Maintain a record of damage to tools and equipment (to include missing items).
6. Photocopy, store and maintain information sheets, notes, worksheets, examination papers etc.
7. File and keep up-to-date all catalogues, brochures and price lists relating to all equipment materials etc. used within the department and assist in the completion of the annual library requirements.
8. Keep records of equipment on loan to other departments.

**4.0 SAFETY & SECURITY**

The Technician shall share in the general responsibility of the safety and security of the department, taking all reasonable precautions to safeguard him/herself, pupils and school property: -

1. Know and implement all appropriate safety regulations and procedures.
2. Prevent unauthorised access to all rooms including store rooms.
3. Ensure that the working environment is safe.
4. Ensure protective clothing is worn at all times.
5. Ensure that all resources are stored in a safe and secure manner.
6. Establish the security of the Technology suite before leaving in the evening by:
* Checking windows
* Disconnecting/turning off appropriate supplies
* Ensuring that locking up procedures are in effect
1. Report any conditions that may be deemed as hazardous to the Head of Department.
2. Ensure that Health & Safety regulations and procedures are met and maintained throughout the department, and all relevant information is readily available.
3. Ensure the department maintains an adequate stock of First Aid requirements.

**5.0 CARETAKER (BUILDING SUPERVISOR) DUTIES**

During out of term periods, Building Supervisor duties will be undertaken when requested, including but not limited to security of the premises (including at times opening and locking up), cleaning and maintenance duties, porterage and providing holiday cover for the caretakers.

**6.0 OTHER DUTIES: -**

1. Equipment should not be loaned to any member of staff for use outside of school premises without seeking prior approval from the Bursar. Where approval is given, a log of all equipment borrowed must be maintained.
2. Report any losses of or damage to equipment to the Bursar.
3. When directed, undertake any whole school photocopying during out of term time.
4. You may be required to work overtime from time to time.
5. The post holder may be expected to carry out other duties as directed from time to time by the Principal, the Bursar or Head of Department.