

COLLYER'S

The College of Richard Collyer

JOB DESCRIPTION

Subject to the current agreed terms and conditions of employment as set out in the college staff manual

Job Title:	Technology Technician
Job Purpose:	To support the learning and teaching of students in the Technology workshop
Accountability to:	3D Design Subject Leader
Responsible for:	No staff

Key Responsibilities and Key Tasks:

1. Maximise student achievement through the provision of effective technical and practical workshop support

- a. Assist students with practical work, as directed by the appropriate Subject Leaders and subject teachers on the 3D Design A-level and BTEC Engineering courses.
- b. Ensure full instruction is provided regarding the preparation, maintenance and use of equipment.
- c. Ensure adherence to Health and Safety standards (including risk assessment).
- d. Assist with the preparation of rooms for practical work and encourage students to clear away, as appropriate.
- e. Assist in the display and exhibitions of student work throughout the year.

2. Effectively maintain equipment, resources and teaching areas

- a. Maintain teaching areas, studios and equipment in good working order, in line with Health and Safety standards (including risk assessment).
- b. Monitor and maintain a stock of resources - materials, tools and equipment.
- c. In liaison with subject staff, order and check delivery of materials, tools and equipment, as necessary.
- d. Co-ordinate individual student purchases through main suppliers.
- e. Ensure the security of equipment and resources.

3. Any other duties

- a. Undertake any other reasonable tasks, as required.