



## Guildford Grammar School

### POSITION DESCRIPTION

<b>Position Title:</b>	Technician – Technologies
<b>Date established:</b>	July 2024
<b>Reports to:</b>	Head of Learning, Technologies

### POSITION OVERVIEW

The Technician - Technologies, under the direction of the Head of Learning – Technologies, prepares and maintains classrooms and workspaces, to ensure a safe and organised environment for teaching activities. This role is crucial in providing technical support and resources to both staff and students within the Technologies Department. The incumbent is innovative and resourceful and is competent in handling and maintaining equipment used in Woodwork, Metalwork, Engineering and other Technologies subject areas. The incumbent ensures that all equipment is in good working order, assists in setting up and operating equipment for classroom activities, and contributes to a learning environment where safety and organisation are prioritised.

### REQUIRED COMPETENCIES AND SKILLS

#### Education and Training

- A degree or qualification, and/or with relevant work experience.
- Knowledge of the School environment or demonstrated experience in a similar role (desirable).
- Knowledge of safety standards and practices in workshop environments.

#### Competencies & Technical Skills

- Competence in handling and maintaining equipment used in Woodwork, Metalwork, Engineering and other Technologies subject areas.
- Ability to support and assist students and teachers in practical workshops and classroom settings.
- A strong understanding of and commitment to Occupational Safety and Health principles and practices in a workshop environment.
- Experience in a diverse range of Technology and Design related areas.

#### Personal Attributes & Values

- Creativity and solution-based thinking.
- Strong communication skills and willingness to engage and build effective relationships with a range of internal and external stakeholders.

- Demonstrated effective time management skills and ability to prioritise and manage one's own workload.
- Strong organisational skills and understanding of the need to work with a high Occupational Safety and Health value.
- Proven ability to work under pressure to meet deadlines.
- Ability to exercise independent judgement and initiative.
- Have a comprehensive understanding of 'Duty of Care' and place a high value on child well-being.
- A commitment to the Anglican ethos of the School.
- A commitment to the safety, wellbeing and dignity of all children and young people.
- Possesses a strong work ethic, striving for continuous improvement and the achievement of high standards.
- Strong problem-solving skills with the ability to manage resources and materials effectively.
- Be responsible and held accountable for continuing compliance with our Child Safe and Child Safe Reporting Policy. It is expected that all staff will maintain contemporary knowledge of the policy always. All staff have a responsibility to raise any concerns they have about child protection to the Principal immediately.

## **KEY RESPONSIBILITIES AND TASKS**

These include, but are not limited to:

### **Support Staff and Students (Years 7-12)**

- Proactively consult with staff on potential needs for future student projects.
- Advise staff on appropriate solutions to skill-based projects.
- Prepare class sets of materials for staff to use in classrooms.
- Design and construct teaching aids.

### **Occupational Safety and Health (OSH)**

- Annual OSH audits on classrooms and workshops.
- Updating and maintaining Material Safety Data Sheet record.
- Monitor machine log and maintenance programme.
- Maintain machinery regularly - identify timelines that are reasonable for mechanical and electrical machines and carry out/organise routine maintenance.
- Technical knowledge of the safe operational procedure for new and old machines.
- Devise charts outlining operational syntaxes for new and old machines.

### **Classroom and Workshop**

- Maintain and replace hand tools that are appropriate for, and in the context of, curriculum delivered to the students.
- Maintain and construct furniture for workshops/classrooms where cost-effective.
- Consult and mediate with administration and maintenance departments about capital works projects and operational maintenance issues.
- Commission and install new machinery.
- Maintain and replace PPE used in classrooms.

- Organise the safe storage of consumables in workshop store-rooms.
- Construct tool storage systems appropriate for educational contexts.
- Liaise with IT about software updates.

#### **Administration**

- Liaise with Head of Learning, Technologies regarding following up on orders and payments of accounts.
- Source, order and follow-up consumables with suppliers, at a competitive price.
- Provide feedback to Head of Learning, Technologies with account expenditure and allocated budgets.
- Pick up materials and tools from metro-based stores.

**This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.**