

# Rangiora High School

Te Kura Tuarua o Rangiora

*Each and every learner will thrive in a centre of learning excellence.*



## Technology Technician

### Role Description

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#### Purpose of the role

To provide general technician support in the school's Workshop Technology areas.

#### Role description

Tenure: Part-time permanent tenure, working 10 hours per week in term time on Monday (2.30pm-5.30pm), Tuesday (2.30pm-5.30pm) and Wednesday (1.30pm-5.30pm)

*Note, these days and times could be negotiated to suit the appointee.*

Reporting to: The teacher(s) in charge of workflow who is responsible for decision-making, and to the Leader of Learning (Technology) for budget approvals.

#### Role requirements

##### **PERSONAL QUALITIES**

- Energetic, organised, flexible and efficient.
- Calm and able to retain a keen sense of humour.

##### **KNOWLEDGE AND UNDERSTANDING**

- Experience with common workshop tools and equipment (use and maintenance).
- Sympathetic to the needs of students from a wide variety of socio-economic backgrounds and educational abilities.
- Able to show an interest in education issues.

##### **SKILLS**

- Have excellent oral communication skills.
- Relate effectively to young people.
- Establish priorities, define tasks and see them through to completion.
- Have the required ICT skills.
- Willingness to learn new technologies (e.g. laser cutting, 3D printing)

# Technology Technician - Role Description

## EQUITY

- Have an awareness of the intent and spirit of Te Tiriti o Waitangi.
- Be culturally sensitive to students from all cultural backgrounds.
- Demonstrate an awareness of the needs of students with physical and intellectual disabilities.
- Be able to work confidently and fairly with all staff, students, parents and caregivers.

## Role functions

| Focus Areas / Tasks   | Outcomes   |
|---|--|
| <b>1. Routine Repairs and Maintenance</b>   |  |
| Action all tasks in the job sheet that lists and records the duties, tasks, schedules and timeframes as instructed by the teacher(s) in charge of workflow in the indicated priority order. | <ul style="list-style-type: none"> <li>• Undertake routine repair and maintenance of all machinery, tools and equipment in Technology spaces to ensure all assets are maintained to a high standard.</li> <li>• If maintenance or repair work requires expertise beyond the school's capability, to alert the teacher in charge of workflow who will make a decision as to next steps.</li> <li>• Organise repairs/maintenance of machines, tools and/or equipment.</li> </ul> |
| <b>2. Procure and Prepare Materials</b>   |  |
| Liaise with teaching staff  | <ul style="list-style-type: none"> <li>• Prepare materials and resources for classes.</li> <li>• Purchase/order/collect resources</li> </ul>   |
| Development of workshop infrastructure as directed by the teacher(s).   | <ul style="list-style-type: none"> <li>• Build storage for equipment and tools.</li> <li>• Re-organise tools and equipment as directed.</li> </ul>   |
| Monitor and update the asset register   | <ul style="list-style-type: none"> <li>• Regularly monitor and update the asset register to ensure an accurate inventory of assets.</li> <li>• Report any discrepancy in the asset register to the Leader of Learning and to the school's Business Manager.</li> </ul>   |
| Adheres to RHS policies and practices as they relate to finances  | <ul style="list-style-type: none"> <li>• Follows all school financial procedures, i.e. all ordering and purchasing of goods and services can only occur on the approval of the teacher in charge of workflow who will provide an order form signed and approved by the delegated budget holder.</li> </ul>   |
| <b>3. Laser Cutting</b>   |  |
| Prepare materials for use in the laser cutter as requested by teachers.   | <ul style="list-style-type: none"> <li>• Sheet materials are cut to specific sizes for classroom use.</li> </ul>   |

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| Process laser cutter jobs as requested by teachers.  | <ul style="list-style-type: none"><li>• Student and staff laser cutter jobs are completed as required.</li></ul> |
| <b>4. Health and Safety</b>  |  |
| <ul style="list-style-type: none"><li>• Is aware of and observes all health and safety guidelines and codes of practice.</li><li>• Wears all appropriate PPE.</li><li>• Weekly and monthly maintenance checks using the RHS checklists. All completed and signed checklists are to be stored in the health and safety folder.</li><li>• Immediately notifies the teacher in charge of workflow of any hazards.</li><li>• Immediately repairs any hazards, as instructed by the teacher in charge of workflow</li></ul> |  |

Education is an ever-changing environment. This job description is therefore focused on the important tasks and responsibilities. Whilst every effort has been made to explain the main tasks and responsibilities of this role, duties may vary from time to time, without changing the intention of the job description or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed annually during the appraisal process and may be updated in light of the needs of students and the school.

### Declaration

I have reviewed this role description and acknowledge the requirements of the role.

|            |  |
|------------|--|
| Name:      |  |
| Signature: |  |
| Date:      |  |