**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, £19,650 to £20,043

**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, the following Building Supervisor duties will be undertaken when requested, including but not limited to:

* 1. **Security**
  2. Security of the premises (including school meals accommodation) and its contents.

Open and close the premises and grounds, except in circumstances where your Line Manager or other authorised person authorises another person to do so.

* 1. Ensure that all windows are closed, doors and gates, both internal and external are locked at the end of each day.
  2. Safe custody of the keys of the premises.
  3. Operate Fire Alarm, Burglar Alarm and Building Security Systems and report any faults.
  4. Attend after-hour break in and vandalism at the premises and ensure that the premises are secure and cleaned at the earliest opportunity when clearance has been given and any unauthorised entry or damage is reported to the designated Line Manager or other authorised person.
  5. During normal working hours report any suspicious activity of persons immediately to the designated Line Manager or other Authorised Person to ensure a safe working environment for building users.
  6. Any breach of security must be reported to the designated Line Manager or other Authorised Person. A breach would include the finding of used needles, or suspicious illegal substance abuse in accordance with the College’s Policy.
  7. Apply grit/rock salt in times of snow and frost to ensure pathways and entrances are free from snow and ice.
  8. **Mechanical and Electrical Services**
  9. Efficient operation of the boiler/heating system ensuring value for money and energy conservation.
  10. Lighting and heating of the premises and the routine maintenance of plant including school meals accommodation.
  11. Ensure adequate fuel is requested in good time.
  12. Monitor and document the usage of fuel, water and electricity.
  13. Replace lamps, tubes and plugs to a level of 3.35m using appropriate equipment, except where access from above can be gained.
  14. Inspect and report any defects on fire-fighting equipment to the designated Line Manager or other authorised person.
  15. Carry out regular fire alarm testing and emergency lighting inspections and maintain records of such.
  16. **Cleaning & Maintenance**
  17. Clean the premises.
  18. Plan periodic work in conjunction with service users and report plans to the designated Line Manager or other authorised person.
  19. Recommend and implement changes in work procedures in accordance with the designated Line Manager or other authorised person to improve economy, standards or ease of operation.
  20. Monitor suitability and performance of materials and light equipment and advise the designated Line Manager or other authorised person where these are inappropriate for the task.
  21. Ensure that all hard surfaces and paths and ornamental grounds around the property are clean, tidy and free of litter.
  22. Ensure that all external surface drains and gullies and kitchen grease-traps within the building complex are free flowing and clean by removing obstructions up to 3.35m.
  23. Ensure that bins within the building complex are washed and cleaned (including school meals bins).
  24. Empty on a daily basis litter bins within the building complex.
  25. Provide an ongoing cleaning service to the entire premises to deal with such things as spillage, flooding, midday toilet cleaning, litter or any cleaning problems associated with weather conditions.
  26. Replenish toilet rolls, soaps, paper towels and any other requisites required throughout the working day.
  27. Daily inspection of sandpits and removal of sand from fouled areas.
  28. Clean and replace contents of sandpits as required by the designated Line Manager or other authorised person.
  29. Clean external signs, light covers, and notices up to 3.35m.
  30. Clean non-electrical fittings on all portable heating and ventilation equipment.
  31. Ensure that adequate supplies of materials and light equipment are requisitioned and maintained at appropriate levels within the budget allocated and that equipment is kept in good condition, used and stored correctly.
  32. Ensure that all defects in cleaning equipment are reported to the designated Line Manager or other authorised person.
  33. Prepare the premises for after-school activities, clean and prepare the school for its normal use.
  34. Direct and clean all internal fixed glass surfaces up to 3.35m using the appropriate equipment provided to ensure safe working conditions.
  35. Ensure that the cleaning standards within the premises meet the College’s standards. (Where appropriate) investigate complaints in respect of the cleaning provision, take corrective action and where appropriate advise the designated Line Manager or other authorised person.
  36. Carry out routine maintenance of the pitch.
  37. Ensure the site is free from weeds including flowerbeds.
  38. Undertake routine repair and maintenance tasks around the site within the competence of the post-holder.
  39. **Porterage**
  40. Receipt and transport of stores and materials and other goods including school meals and school milk materials that have been delivered to the building premises and their distribution to and from appropriate points of storage.
  41. Dispatch laundry, goods and other materials from the building.
  42. Where part of the school premises are used dually for the consumption of food and educational purposes the Caretaker will be required to assist with the setting out and removal of tables and chairs and will be responsible for the cleaning of the room.
  43. To transport all refuse bins to and from their collection point.
  44. Prepare rooms for examinations and other purposes.
  45. **Administration**

1. Prepare reports on the cleaning of the premises and any defects in the premises externally and internally.
2. Organise as authorised by the designate Line manager or other authorised person the employment of outside contractors or workmen using the College’s reporting system and monitor their presence reporting any deviation from their work routine.
3. Complete all paperwork associated with posts, including duty rotas, and writing reports when required.
4. Maintain records of consumable stocks and inventory of equipment. Ensure that defects in electrical floor equipment are reported immediately to the designated Line manager or other authorised person and that a record of equipment repaired is kept and that all equipment is cleaned and stored safely.
5. Ensure that all records in respect of staff attendance, holidays absence are completed, authorised and returned to the College in good time.

**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.