

JOB FAMILY – Administration and Operations

Job Name	Design & Technology Technician
Job Code	
Job Summary	Support the smooth running of the D&T department, D&T students and the whole school, as required.
Main Accountabilities	<ul style="list-style-type: none"> • Assisting with the preparation and maintaining of learning material, equipment and resources (including preparation of, administration and resources for external examinations); • Assisting with the preparation and mounting of display work and preparation and administrative work for the Technology events • Support to students relating to techniques and understanding of course material and assigned tasks • Technical support to staff and students where possible. • Assisting teachers in the classroom during lessons as required • Ordering and purchasing materials and resources as required • One-on-one supervision of students on hazardous machines or in potentially dangerous situations • Preparing equipment required by members of the faculty for use in lessons • Maintaining a safe and stimulating environment for students in Technology workshops and other learning environments • Maintenance check and repair of machinery • Organising store and keep all areas tidy and safe • Assisting with minutes of faculty meetings • Maintenance of departmental website • Performs other reasonable duties as determined by the Curriculum Leader Technology
Typical reporting relationship	Head of Department and D&T teachers
Minimum typical education	Non-Degree Tertiary/Diploma
Minimum typical experience	3 years relevant experience
Core Professional / Technical Competencies required	<p><u>Abilities</u></p> <ul style="list-style-type: none"> • Excellent organisational and interpersonal skills • Flexible and adaptable • Creative and imaginative thinker, problem solver, capable of considering different perspectives • Able to contribute to a team and work independently • Understands that the student/teacher relationship is one of mutual respect • Excellent display and presentation skills • Fluency in English is essential. Cantonese would be an



	<p>advantage</p> <ul style="list-style-type: none">• Perform other duties and assume accountabilities as apparent or as delegated, including mutually agreed upon objectives <p><u>Knowledge</u></p> <ul style="list-style-type: none">• Computer skills (Word, Excel, Powerpoint)• Skills in image, graphics and CAD software
Notes:	