



Technician (Hard Materials / Technology)

Job Description

Job Title:	Hard Materials Technician
Responsible to:	Head of Learning Area (Hard Materials)
Employed under:	As per the Support Staff in Schools' Collective Agreement Depending on qualifications, skills, and experience, we have this role banded at Admin Matrix, Grade 3 or 4 the Support Staff Collective Agreement
Functional Relationships:	Primarily with teachers, students, suppliers and other staff.
Overall Objective:	A Materials Technician is responsible for the preparation and management of the Hard Materials resources and equipment. Performing a variety of routine materials testing work in the field and duties as required.

Key Areas	Key Responsibilities
Technical Support and Workshop Maintenance	• Fulfilling day-to-day equipment and resource requests. • Prepare and manage materials, tools and consumables for class use. • Demonstrate correct use of machinery, hand tools and safety equipment. • Assist teachers with lesson setup, demonstrations and clean-down between classes. • Manage consumables, timber, metal and other stock supplies, re-ordering as needed. • Support the fabrication of learner projects and prototypes within agreed safety limits. • Calibrate and service machinery according to manufacturer and MoE requirements. • Carry out any other additional tasks as may be reasonably requested. • Timely, routine communication with Hard Materials Learning Leader and Teachers

Health and Safety	• Awareness of site and workshop Hazards and Safety Practices • Required to be First Aid Trained • Maintain the current hazard register and risk assessments for all workshop spaces. • Conduct daily pre-use checks of machinery, extraction systems and emergency gear. • Ensure compliance with the Health and Safety at Work Act 2015 and the school's Health and Safety (H&S) procedures. • Induct learners and staff in safe operating procedures (SOPs). • Maintain Material Safety Data Sheets (MSDS) and manage the storage of chemicals and paint storage.. • Report, document, and assist in investigating incidents or near-misses. • Report any Health and Safety implications as and when they arise. • Report any Health and Safety accidents and incidents as soon as they happen.
Student Assistance	• Offering support and advice to students working on individual projects. • Similarly, assisting with equipment operation and guidance for individual projects. • Assist with digital fabrication (e.g., laser cutter, 3D printer, CNC router) where applicable. • Provide technical guidance to learners on design, measurement and fabrication processes. • Encourage a culture of pride in workmanship, sustainability, and respect for materials.
Purchasing and Asset Management	• Assist with weekly, termly and annual stock takes as required. • Upon advice from the learning leader, seek purchase approval for agreed items within the nominated budget from the Finance person • Facilitate the purchasing of items for class use. • Receipt items and follow up on any back orders and or variances • Keep accurate records of equipment inventory, maintenance schedules and warranties. • Coordinate external servicing or repairs through approved contractors. • Support budgeting and procurement processes for workshop tools and consumables. • Liaise with suppliers to ensure best value and compliance with MoE procurement guidelines.
Desirable Skills and Attributes:	• Suitable background and qualifications. • Experience with tools and machinery • Adaptable, trustworthy and reliable. • Able to work independently. • Able to take initiative and be proactive. • Be able to work effectively with teachers, students, and all staff. • Have a good level of organisational skills. • Be able to communicate effectively. • Have a driver's license.

Name	
Signature	
Date	