

Job Description

POST: Technician – Design/Technology and Food
ACCOUNTABLE TO: Line Manager
HOURS PER WEEK: 18
WORKING WEEKS: Term Time Only

CORE PURPOSE: To provide technical support to Design/Technology and food department

JOB DESCRIPTION: The job description will be reviewed regularly to reflect, or anticipate changes to, the job commensurate with the salary and areas of responsibility.

SPECIFIC RESPONSIBILITIES:

- To provide support to the Teaching staff working in the Design/Technology/Food department
- To ensure safe working practices in accordance with current Health and Safety regulations
- To ensure tools, equipment and machinery are checked and maintained regularly and stored safely
- To liaise with maintenance staff within and outside school as appropriate
- To support staff in lessons by providing technical assistance when required
- To prepare basic equipment and materials for lessons and demonstrations
- To assemble and clear away equipment requested by teaching staff
- Wash/dry cloths following each practical, oven gloves/aprons as required.
- Monitor temperatures of fridges/freezers and chill cabinet. Check regularly for left over foods, keep clean and defrost as required
- To check and maintain equipment in workshops and prep. rooms for faults, losses or damage, reporting problems and/or requirements to the Line Manager
- To keep accurate records of maintenance and safety checks
- To check tidiness/cleanliness of workshops and kitchens
- To check stock regularly and to keep an up-to-date inventory of equipment and consumables
- To order stock as delegated by the Line Manager. This includes foods, non-foods and cleaning products
- To keep preparation areas tidy
- To provide refreshments for meetings and other events

RESPONSIBILITIES APPLICABLE TO ALL SUPPORT STAFF ROLES:

- To work within the Academies Enterprise Trust (AET) Conditions of Service
- To support the aims, policies, procedures and ethos of the Academy and the AET
- To participate in the Academy's agreed Performance Management procedures
- Undertake appropriate staff training and development activities
- Safeguard the welfare of children in the Academy
- Work safely and co-operate with health and safety procedures
- Attend school meetings as appropriate within designated working hours
- To create and maintain good working relationships among all members of the Academy community
- To promote appropriate personal and professional development of all staff, providing an example through their own development and practice
- To work collaboratively with teaching staff in supporting students in their learning and the preparation of learning resources and the provision of support services
- To set an example to students in work ethic, conduct, dress code, punctuality and attendance
- Undertake whatever duties might be reasonably requested by the Principal, Members of the Academy Leadership Team or Line Manager

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Academies Enterprise Trust at the reasonable discretion of the Headteacher.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all Academy related matters

Person Specification

Qualifications	<ul style="list-style-type: none"> • Basic numeracy and literacy skills • First Aid training or willingness to undertake appointed person certificate in First Aid (desirable) • Safeguarding (Child Protection) training (desirable)
Experience	<ul style="list-style-type: none"> • Experience of working in a Design/Technology/Creative Arts environment • Experience of working in the Resistant Materials area/workshop • Recent and relevant experience of working with children within an education setting, within a specified age range/subject area (desirable) • Experience of working in an Academy or school environment (desirable)
Skills & Knowledge	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Ability to work effectively within a team environment • Ability to promote a positive ethos and role model positive attributes • Good communication skills • Good literacy and ICT skills • Ability to take a creative approach and demonstrate high-standards of presentation • Understanding of basic technology – computer, photocopier etc • Relevant knowledge of First Aid (desirable) • Knowledge of Safeguarding (Child Protection) (desirable) • Equal Opportunities and recognising the nature of the diverse Academy community (desirable)
Attributes & Qualities	<ul style="list-style-type: none"> • Friendly, approachable and professional manner • Calm approach • A commitment to working as part of the whole Academy team and supporting the vision and aims of the Academy • Demonstrate and promote the positive values, attitudes and behaviour • Able to improve their own practice through observations, evaluation and discussion with colleagues. • Ability to liaise sensitively and effectively with parent and carers