

Information Pack Food and Textiles Technician (Grade 4)

Required as soon as possible



Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



Food and Textiles Department

The Food and Textiles department is part of the former Design Faculty which includes Product Design and Art. Teachers in these subject areas work closely to provide students with a stimulating, creative and productive education.

Food and/or Textiles is taught at Key Stage 3 (Years 7 & 8), Key Stage 4 (Years 9 to 11) and Key Stage 5 (Year 12).

This is a small but busy department with two full-time members of staff supported by other teachers when required. There are

four teaching rooms two food practical classrooms and two textiles workrooms. There is also a technician's preparation room used to store additional equipment securely and as a base for day to day running of the department.

Why work at Sidney Stringer:



- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and subsidies for Masters' degree courses



- Free tea and coffee
- Social committee with subsidised events
- Occupational health and counselling support
- £50 a day for taking trips at weekends/
Holidays



- Cycle Scheme
- Childcare Voucher Scheme
- Free parking
- Free Flu jabs
- Long service awards

JOB DESCRIPTION – Food & Textiles Technician

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Grade: 4
Hours: 37 hours per week – term time only plus 10 extra days
Section: Design Department

JOB PURPOSE: To ensure that all students are able to achieve their best as they access the design and technology curriculum by being responsible for providing the essential day to day technical support within the department.

ROLES AND RESPONSIBILITIES

1. Responsible for the general care of teaching areas including the regular inspection and maintenance of work surfaces, cupboards, equipment, machines and resources.
2. Responsible for keeping abreast of food safety/hygiene and Safety Legislation. Where necessary implementing changes and ensuring staff are adequately trained.
3. Responsible for ensuring students and staff follow good working practices at all times and where appropriate take necessary precautions to prevent malpractice.
4. Responsible for the inspection, maintenance, replacement and correct use and storage of safety equipment.
5. Responsible for ensuring teaching areas meet current Health and Safety standards and that storage of equipment is safe, hygienic and fit for purpose prior to issuing to staff and students.
6. Liaise with Head of Department regarding stock levels including responsibility for ordering new stock ensuring best value and monitoring expenditure to ensure department remains within budget.
7. In conjunction with meeting curriculum need be responsible for planning, developing and introducing manufacturing prototypes in electronic modelling and equipment.
8. Responsible for the day to day preparation and cleanliness of the curriculum areas including regular inspections of work surfaces, cupboards, equipment, and machinery.
9. Responsible for identifying and repairing minor problems with machinery and hand tools including where possible the replacement of defective parts. Reporting major defects in order to effect essential repair or replacement.
10. Ensuring the safe storage of tools, equipment and materials including where necessary the manufacturing of racks and other equipment.

11. Assisting staff and students with in the delivery of projects of a design and/or technological nature over a protracted period.
12. Responsible for the preparation of material and equipment from stock for group and individual projects.
13. Responsible for the construction and preparation of equipment used in experiments and demonstrations by teaching staff.
14. Assisting in the preparation and construction of visual aids.
15. Responsible for the mounting and displaying of students work including the use of reprographics and audio-visual equipment where appropriate.
16. Safe storage of hazardous materials including provision and use of appropriate PPE including when necessary the correct disposal of such materials.
17. Implementation and maintenance of an efficient and effective system of stock control including the safe distribution of stock within the technology department.
18. Ensure the accuracy and safe keeping of records of alcohols, poisons, inflammable liquids, lifting equipment and the like used within the department.
19. Responsible for the preparation of programmes for individual students, student groups and/or staff, particularly control programmes.
20. Assist staff by demonstrating new software to students as appropriate.
21. Responsible for testing new equipment and assisting in the development of new practical work for curriculum and examination need.
22. Preparing, retrieving and cleaning of equipment and materials for lessons, activities and examinations in curriculum areas.
23. Assist staff with demonstrations and the supervision of students where necessary including the emergency or practical oversight of small student groups carrying out project work under the direction of a member of staff.
24. Meet regularly with Head of Department and staff to plan and review technical support.
25. Liaison with School Business Manager as appropriate to discuss key issues.
26. In liaison with the School Business Manager and Head of Faculty work with the Site Services Officers to undertake minor repair and maintenance work around the school site.
27. Supervise individuals or small groups of students in workshops and classrooms when required as directed by a member of teaching staff.

28. Provide regular support and advice to students in food and textiles classes, preparing and recording work with students as appropriate

29. Additional training and support for the successful candidate will be available. Training for using the sewing machines and other equipment may be provided "in-house" while the Level 2 Food Safety and Hygiene Certificate training is given by external providers.

AND such other duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any

person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Additional training and support for the successful candidate will be available. Training for using the sewing machines and other equipment may be provided "in-house" while the Level 2 Food Safety and Hygiene Certificate training is given by external providers.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: C. Turpin (October 2017)

Person Specification

| ATTRIBUTES | REQUIREMENTS |
|-----------------------------|---|
| KNOWLEDGE | <ul style="list-style-type: none">➤ Knowledge of Health and Safety issues➤ Awareness and understanding of the importance of equality of opportunity in service delivery➤ Knowledge of tools and equipment used in Design/Technology |
| SKILLS AND ABILITIES | <ul style="list-style-type: none">➤ Liaise and communicate effectively and pleasantly with others by telephone or in person to obtain and provide information, give assistance and receive instruction➤ Remain calm under pressure and cope with interruptions➤ Work on own initiative and effectively as part of a team➤ Follow guidelines and recognise procedures and to operate in a systematic and methodical way➤ Supervision skills➤ Simple repair and maintenance of equipment➤ Process orders, update stock records, undertake filing➤ Identify and use a range of design equipment➤ Lift and carry equipment➤ Able to communicate effectively with pupils and staff and work effectively as a team member➤ Understand and implement safe working practices within the context of the Health and Safety at Work Act➤ To follow written technical instructions.➤ The ability to prepare materials/teaching aids in the classroom environment. |
| EXPERIENCE | <ul style="list-style-type: none">➤ Previous experience within an educational environment. |
| EDUCATIONAL | <ul style="list-style-type: none">➤ Achieved a level of education and/or experience equivalent of 5+ GCSEs A-C➤ Food hygiene and safety qualifications |

All employees of Sidney Stringer Multi Academy Trust are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.

Food & Textile Technician

Grade 4 - £15,747 - £18,845 pa (actual salary)

37 hours per week - Term time only plus 10 days

Monday to Thursday 8.30 a.m. to 4.30 p.m. Friday 8.30 a.m. to 4.00 p.m.

Required as soon as possible

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary Free school and Sidney Stringer Academy.

We are seeking to appoint a Food & Textile Technician to ensure that all students are able to achieve their best as they access the design and technology curriculum by being responsible for providing the essential day to day technical support within the department.

How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:

www.sidneystringeracademytrust.org.uk

Please return completed application forms to Louise Gregory Admin Assistant -

lgregory.staff@sidneystringeracademy.org.uk [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: Monday 30th October 2017 at 12noon

Interview date to be confirmed

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.