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**JOB DESCRIPTION – Art and Technology Technician**

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| PAY RANGE: | Grade 2 (mid) |
| ACCOUNTABLE TO: | Curriculum Leader for Art and Technology |

The purpose of this post is to facilitate, support and enhance the work of the technology faculty.

**Support for Teaching and Learning**

* To ensure all equipment used for lessons is in good repair and stored appropriately
* To ensure equipment/materials needed for practical lessons are prepared in advance of lessons as directed by technology staff
* To assist in technology lessons as necessary

**Technology Areas**

* Ensure rooms/workshops and offices are tidy
* Ensure displays in technology areas are up to date and free from damage
* Ensure technology ICT equipment is in good repair and report any problems

**Extra Curricular**

* Assist with extra curricular activities
* Maintain a record of extra curricular activities and register of participants

**Administration**

* Keep an up to date inventory of technology equipment
* Order stock, equipment and materials under the direction of the Leader for Art & Technology
* Prepare and photocopy worksheets and other supporting materials

**Staff Development**

* To participate fully in the Academy’s Performance Management system.
* To seek out and take part in appropriate training relating to role and career development

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**Health and Safety**

* To report any issues relating to the health and safety of staff and students to the Leader for Technology
* To assist in carrying out risk assessments in relation to health and safety.

**Other Duties**

* To assist with first aid when required
* Other duties as requested by line manager

**Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the School’s Equal Opportunities Policies.

Other

* To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, which gives positive regard to people’s differences and individuality (for example, their age, gender, ethnicity, sexual orientation, disability or religion) and assist in ensuring equal access to education opportunities for everyone.
* Perform other duties as assigned
* Maintain high standards of professional conduct and personal appearance and to work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communication at all levels within the business.

Disclaimer

The job duties, elements, responsibilities, skills, functions, educational factors and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform. Colchester Academy reserves the right to revise this job description at any time.

Acknowledgement of Receipt

I have received a copy of this job description and acknowledge that it forms part of the terms and conditions of my contract of employment with Bright Tribe Trust.

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| **Signed:** |  |
| **Name (please print):** |  |
| **Date:** |  |

*Colchester Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment in every aspect of their work.*

Colchester Academy is an Equal Opportunities Employer

# Job Specification – Technician

**Essential skills, knowledge, experience, qualifications and personal qualities**

* Good general standard of education eg GCSE/NVQ2 equivalent in English, maths and other appropriate subjects
* An enthusiasm for technology
* The ability to work effectively with students and staff
* The ability to use ICT
* The ability to use machinery/tools appropriate to the role
* The ability/willingness to learn new technical and other skills related to technology
* Resilience, commitment, energy and enthusiasm
* Creativity and imagination and a sense of humour
* Good organisational and time-management skills
* Ability to work calmly under pressure
* Commitment to own professional development

**Desirable skills, knowledge, experience, qualifications and personal qualities**

* Expertise/experience in one or more technology subjects
* An understanding of the health and safety issues relating to technology.

**Colchester Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to have an Enhanced Disclosure from the Disclosure and Barring Service.**