



SOUTH WESTMORLAND MULTI ACADEMY TRUST

Job Description

Post: Technology Technician
Salary: NJC Salary Scale 2 points 3-4 £22,737 - £23,114 pro rata
Contract: Permanent, 27.5 hours per week – term time plus 1 week (Mon to Fri)
Disclosure Level: Enhanced
Location: Dallam School, Milnthorpe, LA7 7DD - the role may require travel between the trust school sites

Relationships

a) Reporting to:

The post-holder reports to the Head of Faculty – Technical and Communications

b) Responsible for:

The post-holder interacts with Heads of Faculty and teachers in Technology and Art, other professional colleagues and students and should establish and maintain productive relationships and promote mutual understanding of our aim to improve the quality of the student experience at the South Westmorland Multi Academy Trust.

Main Purpose

- Under the instruction and guidance of senior staff provide support predominantly in Design and Technology (workshop, as well as Food Technology/Art)
- Preparation of materials for lessons
- Stock control of materials including orders
- Maintenance of machinery/tools/equipment to support staff and students

Essential personal qualities and skills

- Excellent organisational skills
- Excellent interpersonal skills including the ability to liaise with staff

Main Responsibilities

Design and Technology Technician

- Support students in practical learning activities under the guidance of teachers
- Support for Design and Technology teachers
- Create and maintain an orderly and productive working environment that is compliant with Health and Safety guidelines
- Prepare and use specialist equipment, resources and materials as required by the curriculum for staff
- Maintain records relevant to Design and Technology
- Undertake administrative tasks relevant to the Design and Technology curriculum
- Monitor stock and supplies for Design and Technology Department
- Maintain technical equipment ensuring quality and safety, undertake repairs and modification or reporting damage in accordance with the school's policy
- Assist others in safe and effective use of specialist equipment and materials
- Obtain materials by local purchase and under the direction of senior staff

Art Support
<ul style="list-style-type: none"> • Support students in practical learning activities under the guidance of teachers • Support for art teachers • Create and maintain an orderly and productive working environment that is compliant with Health and Safety guidelines • Prepare and use specialist equipment, resources and materials as required by the curriculum for staff • Undertake administrative tasks relevant to the art curriculum • Monitor stock and supplies for art department • Obtain materials by local purchase and under the direction of senior staff

General
Culture and Ethos <ul style="list-style-type: none"> • Promote the academy ethos, attitudes and values in all aspects of work with pupils, colleagues, support staff, parents/carers and visitors • Promote the academy and celebrate its success at every opportunity
Dress and Appearance <ul style="list-style-type: none"> • To maintain the highest standards of smart business dress • To maintain a professional demeanour at all times
Self-Development <ul style="list-style-type: none"> • To take part in the school's staff development programme by participating in arrangements for further training and professional development • To continue personal development in the relevant areas including subject knowledge • To engage actively in the Performance Management process
Attitude <ul style="list-style-type: none"> • To act as a professional and positive ambassador for the school in order to support the school's mission and profile • Maintain a high level of motivation and encourage the progress of others
Policy Promotion <ul style="list-style-type: none"> • To actively promote the Trust's Equal Opportunities, Health & Safety, Data Protection and GDPR policies to ensure that the school operates safely, effectively and fairly in line with legislative requirements • Comply with and actively implement the Trust's Behaviour Management Policy
Safeguarding <ul style="list-style-type: none"> • Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and the Trust's safeguarding policy
Confidentiality <ul style="list-style-type: none"> • To ensure confidentiality of the school's activities is maintained in order to protect the integrity of the organisation and its people
Flexibility <ul style="list-style-type: none"> • The job description may include all such other duties as the Headteacher and Trustees may reasonably expect from time to time • To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation • Embrace a willingness to experiment with new methods and approaches / initiative taken