



## Technology Technician

We are looking to recruit an exceptional candidate for the role of Technology Technician to join our growing team at Livingstone Academy Bournemouth.

**Contract type:** Permanent

**Hours:** 8:00am - 4:00pm (32.5 hours per week. 39 weeks per year. FTE: 0.856)

**Salary:** Grade D (points 5-6) £20,116 - £20,544 per annum



At Livingstone Academy, we are passionate about excellence in education, giving pupils the very best start in life with a firm belief that aspirational teaching transforms lives. Our core belief is that for all students to have high aspirations, they must believe in themselves (SELF WORTH), be actively engaged in their learning (ENGAGEMENT) and see the connection between what they learn today and who they want to become tomorrow (PURPOSE). Livingstone Academy is part of Aspirations Academies Trust, who sponsor primary and secondary academies located across the UK.

We are looking to appoint a highly motivated, creative and enthusiastic person to join our happy, successful and forward-thinking school. We need colleagues who are ready to think big, improvise and learn alongside students; people who will strive to reach students in a flexible, progressive environment, which breaks the traditional walls between school and the world outside.

**We can offer the right candidate:**

- happy, well-motivated and engaged children, who are keen to learn;
- an experienced, hardworking and supportive team;
- a fun, friendly and supportive staff;
- pupils with excellent attitudes to learning and outstanding behaviour;



**LIVINGSTONE ACADEMY  
BOURNEMOUTH**  
AN ASPIRATIONS ACADEMY

MADEIRA ROAD, BOURNEMOUTH, BH1 1QL

WWW.LIVINGSTONE-ASPIRATIONS.ORG  
EMAIL: OFFICE@LIVINGSTONE-ASPIRATIONS.ORG

- wide opportunities and specialist training for professional development within our Trust;
- a proactive approach to staff well-being, work-life balance and care for each person as an individual;
- an impressive new school building and stimulating learning environments.

**If you:**

- want to inspire future generations;
- have high expectations and a commitment to ensuring all children succeed;
- wish to work in a happy, friendly school with a positive attitude;
- work well in a team to support and learn from others;
- are able to bring energy and enthusiasm to the role.

Livingstone Academy and Aspirations are committed to children's safety and safeguarding; DBS disclosure requirements will apply to this post. View our Child Protection Policy on the school website. Aspirations Academies Trust and Livingstone Academy are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, and Enhanced DBS check and satisfactory references.

If you fit the qualifications above and are looking for a forward-thinking, innovative institution that embodies visionary leadership and embraces diversity, then LAB is the place for you!

Please do not hesitate to contact us. We would love to meet you and show you around our amazing Academy site. Please contact our office by email [office@livingstone-aspirations.org](mailto:office@livingstone-aspirations.org), if you have any questions about this role.

I look forward to hearing from you and reading your application.

Kind regards,

Mr Loren Tharme  
**Principal**





## Technology Technician

### Job Description

The Technology Technician is directly accountable to the Head of departments, to contribute to the educational success of the Department within the overall framework of the Aspirations Academies strategic plan as well as the individual Livingstone Academy Bournemouth strategic plan.

The Technology Technician is responsible for contributing to the effective day to day operation of the Department, whilst fully supporting the Head of Tech to ensure an effective educational provision.

### Main aspects of the role:

- The preparation of materials and equipment for lessons
- Maintaining art classrooms and preparation rooms and their equipment
- General duties in support of the teachers as set out below

#### A) Preparation of materials and equipment, for example:

- Disposing of waste materials
- Collecting equipment and supplies from storage
- Checking individual components in and out for class use
- Arranging for supplies including worksheets, books and audio-visual aids to be available in lessons
- Setting up equipment for demonstrations and practical lessons as requested by teaching staff
- Preparation of art supplies
- Liaising with staff over use of equipment and stock
- Advising staff of any problems, including safety aspects
- Returning apparatus and supplies to storage as soon as is practicable
- Repairing damages or arranging for this to be done
- Constructing apparatus and equipment
- Purchasing sundries from local supermarkets or other sources

#### B) Routine maintenance of Tech and preparation rooms, their equipment and services:

- Maintaining the cleanliness and tidiness of art rooms in conjunction with the teacher in charge of the room and the Site Manager
- Cleaning the sinks, bench tops and cleaning up any spillages from the floor
- Storing materials tidily



- Keeping equipment clean
- Carrying out safety checks on equipment

### **C) Maintaining the stocks of supplies and equipment, for example:**

- Taking stock of supplies, consumables, stationery, books and breakable items
- Advising the Head of department of stock replacement needs.

### **Purpose:**

- Provide operational and logistical support to the departments
- Have a positive, professional 'can do' attitude, who believes fully in the academy vision that all students can succeed no matter what their starting point is
- Support the Head of department with logistics and operations
- Have a good understanding of the GCSE/A Level specifications that our students are studying

### **Staff Development and Management Responsibilities:**

- To undertake Performance Management Review(s) and appraisals
- To promote teamwork and to motivate staff to ensure effective working relations

### **High Standards Maintenance:**

- To help to implement Academy quality procedures and to adhere to those
- To contribute to the process of monitoring and evaluation of the subject area in line with agreed Academy procedures, including evaluation against quality standards and performance criteria
- To seek/implement modification and improvement where required
- To review from time to time methods of teaching and programmes of work

### **Managing Effective Communications:**

- Where appropriate, under guidance from the department heads, to communicate and co-operate with persons or bodies outside the Academy
- To follow agreed policies for communications in the Academy
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools



## Resource Management:

- To contribute to the process of the ordering and allocation of equipment and materials
- To assist the departments to identify resource needs and to contribute to the efficient/effective use of physical resources
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, subject area and the students

## Student Support Duties:

- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff
- To apply the Behaviour Management systems so that effective learning can take place

## Other Duties:

- To continue personal development as agreed at appraisal
- To engage actively in the performance review process
- To address the appraisal targets set by the line manager each Autumn Term
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To actively promote the Academy's corporate policies
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate
- To show a record of excellent attendance and punctuality
- To adhere to the Academy's Dress Code
- Have regard for the need to safeguard students' wellbeing in accordance with statutory provisions

## General:

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers



The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

### **Conditions of Service**

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the AAT

### **Special Conditions of Service**

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate, the nature of such conviction/s.

### **Equal Opportunity**

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

This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve.