



Rushcliffe Spencer Academy

Giving everyone the chance to shine brightly



Job Description

Workshop Technician

NJC 5-7 £16,682.59 - £17,356.39 (actual salary)

37 hours per week, term time only plus 1 week

Responsible to: Head of Faculty

Safeguarding:

Rushcliffe Spencer Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

Responsibilities:

1. Preparing and setting up tools, equipment, machinery and materials for classrooms, including handouts, required for demonstrations and for practical work and dismantling and storage after use.
2. Assisting pupils and teaching staff with classroom practical lessons and demonstrations.
3. Repair and maintenance of machinery and hand tools and reporting equipment for repair if outside the capabilities of the Technician. This will occasionally mean supporting the Food/Textiles department
4. Construction and / or modification of simple teaching aids, using hand tools and CAD/CAM machinery.
5. Inspection, maintenance and correct use of safety equipment including mandatory checks and liaising with external contractors to carry out maintenance checks.
6. Keeping up-to-date with the latest health & safety guidance, legal requirements and good practice. Advising teachers on H&S, practical techniques, suitability of practical activities
7. Operating an efficient system for stocking, storing, transporting and distributing all items used in the Department.

8. Carry out research of new and different tools, materials and equipment which will help with teaching and learning.
9. Operating departmental documentation systems (cataloguing, filing, worksheets, etc.)
10. With instructions from the Design Technology Teachers, put up classroom displays and construct other essential classroom resources.
11. Making petty cash purchases.
12. Maintaining a good stock of necessary materials and operating and administering stock control and ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries, etc.
13. Being responsible to the Head of Faculty for the maintenance and upkeep of the Workshops and advising on any improvements which can be made in this respect.
14. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal.

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Educated to a high standard with an ability to achieve a grade C in English and maths at GCSE. • A current First Aid at work qualification or a willingness to be trained. 	<ul style="list-style-type: none"> • Technical qualification • Health and Safety Qualification
Experience	<ul style="list-style-type: none"> • Experience of working with resistant materials • Experience in working with CAD/CAM programs/machinery (laser cutter and 3D printer) or a willingness to be trained. • Experience of Health & Safety requirements working in a workshop practice. • COSHH requirements. • Routine maintenance of machinery. 	<ul style="list-style-type: none"> • Experience of working within an education setting.
Professional Development	<ul style="list-style-type: none"> • Commitment to continuing personal and professional development 	<ul style="list-style-type: none"> • Evidence of recent CPD.
Knowledge & Understanding	<ul style="list-style-type: none"> • Excellent organisational skills, resourceful and solution driven. • An analytical and problem-solving ability. • A high standard of accuracy and attention to detail. • Ability to multi-task, prioritising workloads to work to tight deadlines. • Ability to work independently or in a team. • Clear communication skills – oral and written. 	
Personal Attributes	<ul style="list-style-type: none"> • Flexibility to cope with diverse needs of the post. • Highly motivated and possessing a resilience to work under pressure. • Positive, personable and optimistic with a can-do attitude. 	

Additional requirements

An expectation within our school that all staff take responsibility for safeguarding and promoting the welfare of children and young people. This post is therefore subject to an enhanced DBS Check.