

Academies Enterprise Trust

Job Description

Job Title:	Technology Technician
Location:	Unity City Academy
Hours of work:	37 hours a week
Reports to:	Curriculum Leader for Art & Technology

Purpose of the Role:

To provide an effective support service to the Art & Technology Department particularly in the ordering, preparation, cleaning/clearing of lesson materials and related Health & Safety, maintenance of equipment and technical support to students in learning sessions.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

In liaison with the Curriculum Leader - Art & Technology:

- Preparing and clearing-up resources required for lessons including setting up practical technology lessons
- To maintain stock levels of materials, equipment and resources and re-ordering as necessary in liaison with the Curriculum Leader - Art & Technology
- To maintain tools, equipment and resources across Technology
- Preparing materials for examinations and projects
- To work alongside students in preparing materials for examination coursework under direction of teaching staff
- To create and maintain displays across the department
- Assist in the preparation of classroom demonstrations
- Maintaining well-ordered and safe classrooms
- Accepting deliveries and checking them off delivery notes
- To support teaching staff and students during Technology lessons
- To provide assistance to all departmental staff as required
- To ensure the application of Health and Safety procedures and to raise awareness of Health and Safety issues in relation to Technology
- Maintain Health and Safety risk assessments and attend Health and Safety meetings
- To undertake any training commensurate with the post
- To support efficient and effective administration systems across the department and to support the Curriculum Leader with administration tasks
- To support extra-curricular activities within the department
- To prepare Technology displays within the classrooms and surrounding areas
- To understand and apply Academy policies in relation to health, safety and welfare
- Attend relevant Academy meetings and training as required

- To participate in the performance and development review process, taking personal responsibility for identification of learning development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified nor does it direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

Employees will be expected to comply with any reasonable request from a Senior Leader to undertake work of a similar level that is not specified in this Job Description.

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.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

The Postholder may deal with sensitive material and should maintain confidentiality in all Academy related matters.

This Job Description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Recruitment and Selection Policy Statement

The Academy's governing body committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible

- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

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Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

Job Title: Technology Technician

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • 5 GCSE's including English and Maths • Relevant experience in an educational environment • Educated to NVQ Level 2 or equivalent • Ability to use wide range of equipment and materials 	<ul style="list-style-type: none"> • A Level/BTec/Level 3 qualification • Degree or equivalent • Health & Safety accreditation
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Previous Design & Technology experience 	<ul style="list-style-type: none"> • Working in a School • Experience of working with young people
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> • Good oral, written communication and numeracy skills • Confident basic user of ICT. Must be numerate and well organised • Sound working knowledge of Health and Safety Regulations including COSHH • Ability to work on own initiative • Good planning and organisational skills and a flexible approach to the management of work 	<ul style="list-style-type: none"> • N/A
	Forward and strategic planning	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
	Budget (size and responsibilities)	<ul style="list-style-type: none"> • Knowledge of managing a budget 	<ul style="list-style-type: none"> • N/A
	Abilities	<ul style="list-style-type: none"> • Willingness to learn • Co-operative spirit / Can do attitude • Problem solving approach 	<ul style="list-style-type: none"> • N/A



		<ul style="list-style-type: none"> • Ability to work flexibly to meet the needs of the department • Ability to work as part of a team and on own initiative and with resilience • Responsible & conscientious approach to Health & Safety • Polite & professional approach • Ability to establish and maintain appropriate relationships with young people 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Good organisational skills • Ability to remain calm under pressure • Ability to plan and manage own time effectively • Demonstrate a creative approach to work 	• N/A
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	N/A
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people 	• N/A