Dear Applicant

Thank you for your interest in the position of Technology Faculty Technician (Construction/Art/Design & Technology) at Dean Trust Wigan.

- Salary Grade 3, SCP 3-5, Full Time Equivalent £18,562 - £19,312 Actual Salary £15,587 - £16,217
- 8:00am to 4:00pm Monday to Friday, 37 hours per week. *(Willing to consider part time)*
- Term time plus one week
- Local Government Pension Scheme – Greater Manchester Pension Fund

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit www.thedeantrust.co.uk

Method of Application
The preferred method of application is electronically via email to recruitment@deantrustwigan.co.uk.
All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date
Applications received after the closing time of **09.00am Friday 17th September 2021** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 01942 511987 or email recruitment@deantrustwigan.co.uk.
Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

The Human Resources Department

Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	**Technology Faculty Technician** To cover Construction, Art, Design & Technology
Reporting to	**Faculty Leader - Technology**
Main purpose of job	The core values are to be an integral part of the daily routines and procedures where shared expectations form the basis of a code of conduct / standards of behaviour for all: • Recognising the importance of learning as a means to enable us to achieve, be fulfilled and positively contribute to our society and community. • Promoting and achieving excellence - excellence is attainable – continually aspiring to be the best we can be and making our best better. • Encouraging creativity and innovation – 'a can do' and 'no excuses' culture. • Promoting equality and diversity – every pupil is unique and will be respected and diversity will be celebrated. • Working in Partnership to raise aspirations – parental engagement with the school being at the heart of the community. • Insisting on the highest standards of behaviour - only the highest standards of behavior will be expected and celebrated. • Safeguarding the health, safety and welfare of all who study and work at the school.

Core Duties:

The curriculum technician will provide practical, administrative and technical support service across the subject area.

- Preparation of materials and equipment for project work from year 7 to 11.
- To operate machinery (training provided).
- To undertake regular checks, minor repairs and report faults and safety problems to the relevant persons.
- To be responsible for the application of good practice when dealing with the use and storage of materials and equipment ensuring compliance with health and safety and other relevant record keeping.
- Cleaning sinks and cleaning bench-tops of debris and materials, clearing spillages.
- Updating stock records and subject inventory records.
- To maintain stocks of relevant materials which will include ordering of goods and supplies from staff requisitions and liaise with suppliers as necessary.
- To put up and service classroom displays and corridor displays as directed.
- To participate in training and personal development program as required.
- To be available if required to cover for other curriculum technicians in other subject areas.
- To be first aider
- To undertake any duties as may be determined by the Headteacher commensurate with the grade to support the effective efficient operation of the school curriculum and activities.

Additional Duties
• To participate in continuing professional development. • To be aware of and comply with all school policies and procedures. • To appreciate and support the role of other professionals. • To work under the direction of the lead teacher/organiser, when accompanying staff and pupils on a school trip. • To undertake any duties as may be determined by the Headteacher commensurate with the grade to support the effective, efficient operation of the school curriculum and activities.
All employees have the responsibility to:
• Ensure any documentation produced is to a high standard and is in line with the brand style • Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person • Participate in training and other learning activities as required • Participate in the Academy's Performance Management process • Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate • To promote the area of responsibility within the Academy and beyond • To represent the Academy at events as appropriate • To support and promote the Academy ethos • To undertake any other duties and responsibilities as required that are covered by the general scope of the post. • To undertake any other reasonable duties at the request of the Chief Executive & Academy Principal, Executive Headteacher and Headteacher

Person Specification

Experience	**Essential** • Evidence of good interpersonal skills: an ability to relate to teachers, other professionals and pupils **Desirable** • An understanding of school organisation systems • Working with or caring for children of a relevant age and/or learning need
Qualifications/ Training	**Essential** • GCSE or equivalent in Mathematics and English at grade C or above **Desirable** • Appropriate first aid training
Knowledge/Skills	**Essential** • Ability to relate well to children and adults • The ability to work as a member of a team • Ability to use ICT effectively.
Personal Attributes	**Essential** • Aware of self and others; demonstrating empathy and understanding for others and the highest standards of personal and professional ethics • Positive; continually holding high aspirations for themselves, for pupils and for the school • Innovative; with the imagination and courage to propose radical change, maintaining learning and well-being of students as their first priority • Solution focussed; with the resilience to overcome setbacks and the creativity to find ways forward and constantly seeking opportunities to develop their own knowledge, understanding and skills • Strategic; capable of acting on their own initiative, making decisions and taking responsibility for them • Visible; a role model who will embody the values of the school to staff, pupils and the wider community • A team player; striving to improve the life changes of our pupils.