

**Scale 3 Point 14-17 £16,781 - £17,772 (The salary advertised will be pro rata to reflect the number of weeks worked)**

**Closing Date: 30th January 2018**

**Required as soon as possible**

**DT Technician – Food and Textiles, full time, term time**

**Pride & Professionalism Relationships Integrity Aspirations Social Justice Empowerment & Accountability**

**Every student ready for University, Every student a leader**

**Job Description**

**Job Title:** Design Technology Technician (Food & Textiles)

**Responsible to:** Senior Design Technology Technician

**Hours:**  37.5 hours per week – term time only (39 Weeks)

**Salary :** Scale 3 point 14 – 17 £16,781 - £17,772 (The salary advertised will be pro rata to reflect the number of weeks worked)

**JOB PURPOSE:**

We are seeking a Technician to join our Design Technology Department here at The Crest Academy, this post is primarily to support the Food Technology and Textiles subject areas.

We are looking for a suitable candidate that is up to the challenge of enthusing and inspiring our students to achieve their potential by supporting the teaching and learning of a broad and exciting curriculum.

**Experience and Skills**

This post would suit someone with previous technician experience looking for a new challenge, or someone with previous experience of working with young people within an educational environment.

Current certification in first aid, manual handling and working at height training would be beneficial but not essential as training will be provided as part of the Crest staff CPD programme.

Candidates need to have good IT, numerical and literacy skills in order to complete paperwork, monitor stock and complete orders to a high level of efficiency.

Applicants for this post will be required to complete a Level 1 & 2 Food Safety and Hygiene certificate or equivalent if they do not already have this qualification.

Suitable applicants for this post should have a knowledge and experience of Textiles, including the preparation and production of textiles based products, the use of other textiles techniques such as Batik, Applique, weaving, embroidery etc.

Candidates should be experienced in the safe and effective use of sewing machines, over-lockers, heat presses, irons etc. in addition to general maintenance of these items.

Candidates should have good organisational skills and be able to prioritise tasks to meet deadlines and have the ability to manage their own time effectively.

**Education**

The candidate should have high levels of numeracy and literacy equivalent to GCSE (A-C) or NVQ Level 2 or higher qualifications

**Key Responsibilities**

* To ensure the smooth running of the Specialist rooms by ensuring that they are ready to be used and that the appropriate equipment and resources requested have been prepared / setup in advance.
* To ensure the safe running of the department through the checking of fixed and mobile equipment, materials and resources for compliance with the various regulations and any specific Academy / E-ACT policies.
* Fulfilling internal requests for materials, resources and equipment to be ready and available for use within a realistic negotiated timescale.
* To order materials, resources and equipment for the specialist subjects from external suppliers using the Academy procurement procedures.
* Ensuring that the specialist rooms and preparation areas are being maintained to a level compliant with the relevant Health and Safety regulations, guidelines or any appropriate Law that may cover the specialist use of the rooms concerned.
* To assist the Teaching staff in the creation of wall displays, signs and posters.
* To support lessons in Food Technology and Textiles lessons as appropriate.
* To be prepared to undertake CPD and training as and when required.
* To maintain a record of Weekly, Monthly and Termly checks on all machines and equipment for any faults or issues that may compromise an end user’s safety, any issues found are to be logged and reported to the appropriate person and the equipment taken out of use until it has been repaired or disposed of.
* To maintain inventories of equipment both fixed and mobile located within the specialist rooms for purposes of asset tracking.
* To ensure that stock levels of consumable materials and resources are maintained, keeping within the allocated budget for the subjects concerned.
* To demonstrate to both staff and pupils the correct safe and effective use of specialist equipment, materials and resources as and when required.
* Attend and participate in relevant meetings, training sessions and other learning activities and performance management as required.
* To provide clerical and administrative support to the Faculty in terms of the photocopying and printing of curriculum booklets and other learning resources.

**Person specification**

* High personal and professional standards
* Positive working relationships with colleagues and the ability to work as a member of a team.
* Excellent time management and organisational skills, ability to take responsibility and to show initiative.

The Crest Academy is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.

This appointment is subject to a clear DBS check to an enhanced level.

**Closing date: 30th January 2018**

Please download the application form from our website at The Crest Academy <http://thecrestacademy.org/about-us/staff-vacancies/>

**Please return completed applications to** thecrestacademyhrhelpdesk@e-act.org.uk