

Ref: PS08

Creative Learning Technician – Job Description

Job Title:	Creative Learning Technician
Reports to:	Assistant Principal (Learning and Development)
Salary:	Salary to be negotiated according to the post holder's strengths and experiences within the range of £18,000 to £21,000 per annum
Hours of work:	Normal hours of work, to align with the Academy day, are: 8am to 5pm on Mondays to Wednesdays; 8am to 4pm on Thursdays; 8am to 3pm on Fridays.
Type of post:	Permanent, full time, term time only. Flexible working may be considered.

Overall Job Purpose

To contribute to the aim of establishing Trinity Academy as one of the best schools in South London, ensuring that all pupils achieve to their full potential, by assisting and supporting the work of the teaching staff in the Creative Learning Department (Food Technology, Art and Music). To contribute to the safeguarding and well-being of all pupils.

Accountabilities – Specific

- To support teaching staff in the process of their duties, as directed by the Assistant Principal (Learning and Development)
- To deliver and set up equipment, materials, ingredients and resources in laboratories and classrooms, as required by teachers in the Creative Learning Department.
- To assist in practical lessons, when required, to support staff and pupils and to help with maintaining health and safety.
- To clear away equipment and, if necessary, wash up after practical lessons and to keep laboratories, classrooms and preparation rooms tidy and well organised.
- To provide technical support to teachers and pupils, including Health and Safety requirements.
- To dispose of waste materials in line with the Academy's safety policy.
- To construct and modify apparatus and equipment, as required.
- To undertake, or arrange for, the maintenance and repair of equipment and

apparatus.

- To carry out risk assessments as directed by the Assistant Principal (Learning and Development).
- Undertake stock checks and rotation to ensure that ingredients are stored correctly to ensure the health and safety of pupils and staff.
- To maintain an accurate inventory, monitor stocks of equipment / resource materials and advise the Assistant Principal (Learning and Development) if they need replenishing.
- To maintain food rooms in terms of hygiene in liaison with cleaners, ensuring that equipment and surfaces are clean and that temperature of fridges and freezer are within permitted range.
- To ensure that any accidents are reported using the Academy's accident report form.
- To inform the Academy of any concerns regarding Health and Safety and safe working practices.
- To keep up to date with relevant Health and Safety requirements, ensure the Assistant Principal (Learning and Development) is informed and that documentation is altered.

Accountabilities – Generic

- Serve as a role model based on high standards and professional conduct.
- Be aware and comply with policies and procedures relating to equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person.
- To comply with the Academy's Code of Conduct.
- Maintain confidentiality in relation to all work undertaken.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people and with regard to Child Protection procedures.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Undertake any necessary professional development.
- Carry out such duties as may be reasonably assigned by the Principal or CEO/ Executive Principal

This job description will be reviewed and updated annually in line with the ongoing development of Trinity Academy. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. Specific elements of this job description and changes to it may be subject to future negotiation between the post holder and the Principal or CEO/Executive Principal.

Creative Learning Technician – Person Specification

A. Qualifications

	Essential	Desirable
GCSEs (grades A-C) in English, and Maths	X	
First Aid qualification		X
Right to work in the UK	X	

B. Experience, Skills & Competencies

	Essential	Desirable
Experience of working in a school		X
Ability to prepare resources, ingredients, materials and equipment for practical lessons in Food Technology, Art and Music.	X	
Ability to maintain an inventory and manage stock.	X	
Ability to identify and deal with hazards and risks	X	
Able to maintain accurate and timely records	X	
Problem solving skills	X	
Good written and oral communication skills	X	
Competent in the use of Microsoft Office packages	X	
Good numeracy skills	X	
Good organisation skills, including time management	X	
Experience of working as a team member		X
Ability to work without supervision	X	

Ability to relate well to adults and children	X	
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B. Knowledge and Understanding

	Essential	Desirable
An understanding of the importance of safeguarding and promoting pupil well being	X	
Knowledge of food, techniques used in food preparation and safe handling of ingredients and other materials.	X	
Knowledge and understanding of Health and Safety procedures	X	
Knowledge and understanding of food hygiene procedures.	X	
Knowledge of relevant Academy policies / codes of practice.		X
To understand and be able to deliver the vision of the Academy	X	
To understand and promote the Academy's ethos and values	X	

C. Additional requirements of this post

	Essential	Desirable
Willing to wear protective clothing as required and as prescribed by the Academy	X	

D. Personal & Professional Qualities

	Essential	Desirable
A positive role model	X	
Values diversity and promotes equal opportunities	X	
Commitment to own Continuing Professional Development	X	
Determination, resilience and drive	X	

Enthusiasm, creativity and initiative	X	
Entrepreneurial approach		X
Excellent record of attendance and punctuality	X	