**JOB DESCRIPTION**

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| **Post Title:** Technology + Art & Media Technician  | **Pax Christi Catholic Partnership** | **Office Use** |
| **Scale:** 3 **Points**: 14 to 17 | **Workplace:** St Benet Biscop Catholic Academy, Bedlington | **Job Ref: PAXSBB11** |
| **Responsible to:** Heads of Department within Technology, Art & Media | **Date:** September 2017 |
| **Job Purpose:** To provide a technical support service to the Technology, Art & Media Departments and the whole school community |
| **Resources** | Staff | None |
| Finance | Ordering and receiving goods in accordance with Academy Financial Regulations  |
| Physical | Technology Resources, Art Resources, Video Equipment |
| Clients | Internal (Teachers, Other Staff, Pupils, Governors, Directors, Visitors).  |
| **Key Organisational Objectives**The Post holder will contribute to the Academy’s objectives in service delivery by:* Promoting the Academy ethos, in which the highest achievements are expected from all members of the Academy community.
* Following Health and Safety requirements and initiatives as directed
* Ensuring compliance with Data Protection legislation
* At all times operating within the Academy Equalities policies.
* Commitment and contribution to improving standards for pupils as appropriate
* Contributing to the maintenance of a caring and stimulating environment
* At all times the post holder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos of the Academy

**Key tasks:*** Create and maintain a clean, orderly and productive working environment
* To prepare materials and solutions as requested
* To retrieve and clear away resources and equipment
* To tidy and clean specific preparation areas
* To administer routine tests of equipment
* To carry out routine maintenance and simple repairs to equipment
* To provide a full range of technical support in one or more areas
* To assist in maintaining records of stock and costing and ordering major project materials for Year 11, Year 12 and Y 13 students
* Responsible for safe storage, handling and disposal of equipment including chemicals
* To assist in practical lessons, where required
* Administration tasks, including photocopying, filing, laminating, resource creation, transferring and manipulating of IT based projects e.g. Google Slides (training provided if needed)
* To produce and create department specific educational displays
* Maintain a record and booking system for equipment and apparatus
* Video editing within the Media Department
* Set up and oversee production of computer aided manufacturing ( training provided if needed)

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis |
| **Work Arrangements** |
| Transport requirements:Working patterns:Working conditions: | NonePart time, term time + 5 days Normally indoors.  |

**PERSON SPECIFICATION Appendix 2**

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| **Post Title:**  Technology + Art & Media Technician | **Pax Christi Catholic Partnership – St Benet Biscop Catholic Academy** | **Job ref: PAXSBB11** |
| **Essential** | **Desirable** | **Assess by** |
| **Knowledge and Qualifications** |
| Minimum standard of GCSE (grade A\*-C) or equivalent including English, Maths and ScienceGood numeracy and literacy skills | NVQ Level 2 qualification in relevant disciplineFirst Aid at Work, First Aid – paediatric  | (a)(r) |
| **Experience** |
| Able to follow direction and work in collaboration with line manager and team membersAble to work flexibly to meet deadlines and respond to unplanned situations.Experience of operating wood and metalwork machinery and work with workshop equipment in wood, plastics and metals | Certificate of operation of Circular sawWorking in a school setting. | (a)(i)(t) |
| **Skills and competencies** |
| Ability to use IT effectivelyAbility to relate to children and adultsAbility to work independently and as a member of a teamHave a positive approach and outlook | Knowledge and awareness of relevant policies/codes of practice Experience of CAD/CAM | (a)(i)(r)(t) |
| **Physical, mental and emotional demands** |
| Time Management / Ability to work to deadlines Ability to work under pressure and some element of noise (children / workshop)Able to lift equipment of a moderate weight |  | (i)(r) |
| **Other** |
| Willingness to participate in training and development |  | (i) |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits