

Job Description/Specification

Post Title:	Technology Technician
Location:	Heanor Gate Spencer Academy
Salary/Pay Range:	NJC 4, Actual Salary £17,017
Hours of work:	Full Time term time, 39 weeks plus 2 weeks
Reporting to:	Curriculum Team Leader for DTVA

Purpose of Role

We are looking to employ an experienced technology technician within our Design, Technology and Visual Arts curriculum team. The successful candidate will work as part of a team with teachers, teaching assistants and other support staff and play a crucial role in the support and improvement of our pupils' learning experience, by preparing equipment and materials and helping in practical lessons.

Nature and Scope

Under the overall direction of the Curriculum Team Leader, and in accordance with the practices and procedures of the school, the Technology/DT Technician will provide technical support to the relevant departments, by the preparation of tools, equipment and materials for lessons. The Technology/DT Technician will undertake a practical health and safety role for the relevant departments.

Main Duties and Responsibilities

The School's expectations of a high achieving member of staff with this responsibility are that they will:

- Assist in lessons and after school clubs, especially with lower ability pupils and large groups.
- Support students in class on an individual basis.
- Ensure Technology classrooms/area are in a hygienic, tidy state that meet Health and Safety requirements so that they create an atmosphere conducive to learning.
- Preparation and organisation of resources within classroom.
- Ensuring that the correct equipment, materials and ingredients are prepared in good time for demonstrations/lessons.
- Order stock as required and ensure adequate stock is always available.
- Store stock safely, tidily and hygienically.
- Organise the safe storage of students' work/ingredients.
- Assist teacher at end of the lesson with safety and equipment checks, general cleaning/tidying up of classroom.
- Administration tasks such as photocopying, filing, preparation of worksheets, etc.
- Carry out ICT duties as required, including support with CAD CAM activities.
- Create displays of students' work.
- Be responsible for regular inspections of equipment and ensure its care and maintenance is carried out.
- Work mainly within Resistant Materials but at times may be required to assist in other DTVA subject areas when there is a need.
- Carry out a range of administration duties including: preparing cover work, teaching materials and booklets.
- Undertake other necessary duties as designated.

General

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

Additional Information

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Person Specification

	Essential	Desirable
Qualifications and experience		
<ul style="list-style-type: none"> GCSE English and Maths Working within an education environment 	X	X
Knowledge and skills		
<ul style="list-style-type: none"> Knowledge of CAD/CAM 	X	
Personal qualities		
<ul style="list-style-type: none"> Ability to work under pressure Positive attitude to continuous improvement Leading by example Effective communication skills A willingness to embrace change Excellent organisational skills Effective team work Work to high standards 	X X X X X X X X	