**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **School/College:** | **Smithdon High School** |
| **Job Title:** | **Technician** |
| **Grade:** | **Scale D, Pts 14 – 17, (£9.16 - £9.68/hour) (£17,681 - £18,762 FTE per annum based on a 37 hour week) Please note that salary will be pro rata.** |
| **Hours/weeks:** | **28 hours/week, Term Time Only (38 weeks/year)** |
| **Responsible to:** | **Faculty Leader** |
| **Working With:** | **Art, ICT and Technology Technician** |

**Purpose of the Job**

To provide an effective and efficient service in Art, ICT and Technology Faculty, so as to aid the teaching staff in the successful completion of the teaching programmes and the safe use of tools and machinery.

The post will be based in the food department but will require flexibility across the faculty.

Support and training will be provided for the post holders in order to fulfil the responsibilities listed. External training courses will need to be attended as required, including First Aid at Work.

**Responsibilities**

* 1. Maintain, within the competence of the technician, the equipment within the faculty including undertaking routine maintenance and minor repairs, recording such maintenance, and keeping a daily inspection log of the plant and equipment in the faculty. Report faults found in equipment to the Head of Faculty.
  2. Provide timely preparation of materials and other resources for pupils’ work.
  3. Be familiar with the use of ICT (including the use of Word Processers and Spreadsheets)
  4. Ensure the cleanliness of work areas across the faculty.
  5. Exercise stock control of materials, maintaining any necessary records. Advise on the need for replenishment and, if requested, write out orders for approval. Assist in the unloading and storage of incoming goods and the location and fixing of equipment and materials within the Design Technology department.
  6. Ensure that the requisite Health and Safety Regulations and risk assessments are compiled with and checked for the safety of all staff and pupils. Any missing risk assessments should be reported to the Head of Faculty.
  7. Work with and support other faculty technicians as required.
  8. Undertake any other reasonable responsibilities as required by the Headteacher.
  9. Organise and update displays across the faculty with relevant information or materials.
  10. Provide help and support for pupils in one-to-one / small group situations, to help them develop their own design solutions, after consultation with the class teacher.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary. This Job Description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people. The 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. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Criminal Records Bureau.

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Level 2 English | Yes |  | Application |
| Level 2 Maths | Yes |  |
| Relevant Level 3 qualification |  | Yes |

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Significant experience of working with young people | Yes |  | Application and Interview |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Good organisational and time management skills | Yes |  | Interview |
| Good communication skills | Yes |  |