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**FAKENHAM ACADEMY & SIXTH FORM - JOB DESCRIPTION**

**Technology/Art Technician**

**18 hours per week – Term time plus 2 weeks**

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| **Line Managers job title:** | Head of Art & Technology |
| **Salary:** | Support Staff Salary: SCP5 £25,583 – SCP6 £25,989 FTE  **Pro Rata**: £10,979 - £11,351 |
| **Tenure:** | Fixed Term Initially up until 31/8/2026 (will be reviewed in the summer term 2026) |
| **Contract type:** | Term-time plus 2 weeks |
| **Hours per week:** | 18 hours |

**THE POST**

Fakenham Academy is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

We are currently seeking a part-time Technology/Art Technician to support the work of our busy Technology & Art Department, providing technical support, resources, maintaining equipment and ensuring compliance with issues relating to health and safety. You will also provide day to day support to the teaching staff and our students during lessons.

You will be able to manage a varied workload and be able to learn new skills effectively. As a team player, you’ll bring enthusiasm, adaptability, and resilience, along with a commitment to delivering exceptional service. Skills required should include the ability to complete everyday computer-based administration tasks, such as raising purchase orders and maintaining spreadsheets. Experience with 3D printing or laser cutting would be useful, although full training will be provided. Above all, you’ll play a key role in supporting and helping young people develop their skills and confidence.

The role will initially be on a fixed term contract from September 2025 or as soon as possible thereafter until 31 August 2026, but this will be reviewed in the summer term 2026.

**PERSON SPECIFICATION**

The qualifications and previous experience required for a Technology/Art Technician are:

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| **ESSENTIAL** | **DESIRABLE** |
| English/Literacy and Maths/Numeracy qualifications at level 2 of equivalent. |  |
| NVQ Level 2 or equivalent in relevant discipline. |  |
| Experience |  |
| Experience of using ICT and other technology. | Experience of working in a school. |
| Skills, Knowledge and Level of Competency |  |
| Good organizational skills. |  |
| Able to work independently - with or without direction. |  |
| Able to prepare materials and equipment for practical work. |  |
| Good interpersonal skills. |  |
| Able to ensure teaching rooms and equipment are in a condition that effectively supports teaching and learning. |  |
| Able to organise and maintain clean and safe environment. |  |
| Knowledge about relevant Health and Safety requirements and able to support high health and safety standards. |  |
| Able to communicate effectively with children and adults. |  |
| Personal Qualities |  |
| Committed to supporting student success. |  |
| Able to communicate effectively with staff and students. |  |
| Ability to work in and contribute to the Art and Technology team. |  |
| Committed to safeguarding and promoting the welfare of children and young people. |  |
| Other (eg constraints) |  |
| Flexible to work outside normal hours and days when necessary. |  |
| A clean driving license and willing to undertake minibus driving as required. |  |
| Willing to undertake first aid training |  |

**Professional Competence**

The professional competencies expected of a Technology/Art Technician are:

* The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others.
* Able to maintain positive relationships with all and able to work as an effective and flexible part of a team.
* Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.
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**JOB SPECIFICATION**

**Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

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| 1 | To assist in the preparation and assembly of equipment and apparatus for demonstrations, practical classes, assessments and examinations. |
| 2 | To clean and maintain existing and new equipment to the highest standards. |
| 3 | To ensure all equipment/resources are fully functional and adhere to the appropriate health and safety requirements for their use. |
| 4 | To ensure that all work areas are maintained to provide a safe environment for cleaning staff and others. To deal appropriately with spillages or other hazards during practical activities. |
| 5 | To undertake minor repairs and modifications to apparatus and equipment when necessary. |
| 6 | To clear out storage areas on a regular basis to monitor contents and condition of stock and assist with stocktaking as required. |
| 7 | To undertake general tasks such as porterage and handyperson duties, including transporting supplies within the Academy and collecting materials from local suppliers and external organisations. |
| 8 | To maintain an up to date knowledge of technical developments in the field. |
| 9 | To be aware of, and comply with, all departmental/Academy instructions and procedures relating to health and safety at work. To contribute to safe working practice in preparation/storage/teaching areas. |
| 10 | To support and contribute to open events as required. |

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| **Planning and Preparation** | |
| 1 | To undertake preparation of materials for students’ practical work including machinery, materials for projects and designs. |
| 2 | To produce jigs, formers, teaching aids, storage racks and other development projects. |
| 3 | To enquire about tools and materials that are required, their availability, cost etc for HoD |
| 4 | To understand and be aware of all health and safety instructions on the use of the department’s resources (e.g. tools, materials, equipment etc). |
| 5 | Prepare resources using laser cutter and be able to use Solidworks to support teacher. |
| 6 | Maintain and prepare equipment for 3D printing and vinyl cutting and use with class teacher. |
| Maintenance | |
| 1 | To grind and sharpen hand and machine tools and have general oversight/maintenance of other hand tools. |
| 2 | To clean, oil and carry out day to day maintenance of machine tools including regular checks, and adjustment of belts and guards. |
| 3 | To maintain benches, vices, bench hooks and stops, stools and working surface areas in all parts of the department. |
| 4 | Daily maintenance check of disc sander, extraction filter and emptying/cleaning weekly when required. |
| 5 | To undertake sewing machine maintenance. |
| 6 | To undertake repair of other school equipment and fittings appropriate to the competencies of the post holder. |
| **Stock Maintenance and Storage** | |
| 1 | To receive, check and store all equipment and materials reporting on stock levels and conditions as required for all disciplines. |
| 2 | Check and store all deliveries in an efficient and safe manner. |
| 3 | Link with local industry in order to obtain materials and equipment that might otherwise be thrown away and sort, standardise and store such materials where possible. |
| **Health and Safety** | |
| 1 | To oversee the general equipment safety check which is carried out annually and to upgrade or repair any items that this check indicates requires attention. |
| 2 | To dust and clean appropriate equipment using specialist equipment. |
| 3 | To inform Head of Department of any deficiencies in any equipment tested that would make it unrepairable or unsafe. |
| 4 | To inform Head of Department of any general Health & Safety or other risks within the department and site services |
| 5 | To attend regular training sessions to keep up to date with statutory requirements and any changes in work practice. |
| 6 | To make certain that all equipment in the Department conforms to Health & Safety requirements by making checks on a daily, weekly and termly basis as necessary. |
| **Administrative and Other Tasks** | |
| 1 | Stock control, keeping records, ordering materials, with purchase orders. |
| 2 | Supporting risk assessment and Health & Safety requirements. |
| 3 | Assisting in all areas of technology/art practical lessons with advice and guidance for students. |
| 4 | Carrying out other activities that can be reasonably required within the level of the post. |

**General Responsibilities**

To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:

* Equal Opportunities
* Health, Safety & Welfare
* Child Protection
* Data Protection
* Risk Management

To undertake any other similar duties of this level as required by the Headteacher/Leadership team, including providing clerical/admin support as required.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust’s programme of Performance Management and Continuing Professional Development.

**HOURS OF WORK**

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| Paid Weeks per year | Term time plus 2 weeks |
| Hours per week | 18 hrs |
| Normal working Pattern | 3 days a week - Monday, Wednesday & Fridays  Start/finish times as agreed with your Line Manager. |
| Unpaid Breaks | 30 minutes lunch break where the working day exceeds 6 hours |
| Holidays | Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time. |
| Annual leave entitlement | Annual holiday entitlement for full-time support staff will reduce to 34 days (including bank holidays), rising to 38 days after 5 years’ service.  Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week. |
| CPD Days | CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet. |

**REMUNERATION**

* Points SCP5 – SCP6 of the Support Staff Salary
* FTE Salary: SCP5 £25,583 – SCP6 £25,989 FTE per annum
* **Pro rata salary: per annum £10,979 - £11,351**

The post-holder will be auto enrolled to join the Trust’s nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at 21.20%, and employee contributions of 6.5%. Staff do have the option to reduce contributions by 50%.

**MID-YEAR ADJUSMENTS – TERM TIME/TERM TIME PLUS**

Salary payments are averaged out over the 12 months of the Academic Year. If you

begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that

employees are only paid for work they will do over the remaining months of the Academic

Year. This is worked out based on working days of the term time calendar not an equal

division of full months to be worked.

The post-holder will be auto enrolled to join the Trust’s nominated pension scheme for support staff.

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire. No open toed shoes or sandals should be worn on the school site. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

**PRE-EMPLOYMENT CHECKS**

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.