



St George's Academy

“Aiming high to achieve excellence for all”

Design and Technology Technician – Ruskington Campus Job Description

Salary: NJC Scale 1
Contract type: 39 weeks per year
Responsible to: Head of Faculty, Vice-Principal or other designated person

PURPOSE OF JOB

- To provide technical support to the Design and Technology Department across both the Sleaford and Ruskington Campus.

MAIN RESPONSIBILITIES, TASKS AND DUTIES

All responsibilities, tasks and duties to be carried out in line with Academy guidelines and policies

- To assist in the cleaning and servicing of equipment/machines and maintaining hygiene and safety standards throughout the department.
- To prepare, maintain and store apparatus and materials for demonstration.
- To assist in control of stock, including ordering where necessary and liaising with finance and suppliers.
- To support staff within all areas of the curriculum, including Food and Textiles
- Keep records of stock breakages.
- Construct and repair equipment/tools/machines as required.
- Ensure availability of resources as necessary.
- Pre-class preparation for displays and exercises.
- Delivering, checking and returning stock from classroom back to storage.
- To always maintain safety in teaching spaces.
- Reprographic and administrative duties as may be required within department.
- To assist in meeting Health and Safety requirements by monitoring the service timings of equipment.
- To liaise with the Estates Manager regarding any Health and Safety concerns where required.

GENERAL

- To be responsible for personal continued professional development and take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To adhere to Health and Safety Regulations
- To keep confidential any issues related to St George's Academy which are deemed confidential
- To participate in appropriate meetings
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- To make a positive contribution to the wider life and ethos of the school
- To uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- To support equal opportunities and promote anti-discriminatory practice

It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their team's or the school's development and improvement. All members of staff must be prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:

- Cover of the school's needs throughout the day
- Appropriate cover for colleagues when absent for any reason

All Academy staff have a responsibility to safeguard and promote the welfare of children and young people within the Academy. This includes helping to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

All Academy Staff are expected to make themselves familiar of the Academy Policies and Procedures and to adhere to these. These can all be found on the Academy X Drive.

This job description may be amended from time to time in discussion with the post holder.

Job Description Agreement

Employee Name:	
Job Title:	
I declare that I have read and understood the Job Description for the role and have sought clarification of any points where required	
Signature:	
Date:	

PERSON SPECIFICATION

Design and Technology Technician

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
1. EXPERIENCE	<ul style="list-style-type: none"> • Relevant experience in a similar environment • Practical/hands-on experience is desirable but not a necessity • Experience of working in a team 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of working with young people aged 11-19 • Experience in any relevant Design or Technology related Industry; Construction, Engineering, Textiles and/or Food 	Application/Interview Application/Interview Application/Interview
2. KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of Health & Safety legislation • Knowledge of relevant regulations • Good level of ICT skills including knowledge of Microsoft Excel, Word and Power Point • Understand the importance of safeguarding within a school environment • Knowledge of relevant resources and equipment 	<ul style="list-style-type: none"> • Knowledge or working practice in the education sector and/or schools/academies • Knowledge of specialist equipment and materials 	Application/Interview Application/Interview Application/Interview Application/Interview
3. SKILLS AND APTITUDES	<ul style="list-style-type: none"> • Have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances • Able to work on own initiative whilst anticipating the wider consequences of decisions and know when to refer upwards 	<ul style="list-style-type: none"> • Ability to find creative and imaginative solutions to problems 	Interview Interview

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
	<ul style="list-style-type: none"> • Problem solving – ability to respond to problems and identify solutions • Flexible with effective time management skills • An ability to communicate effectively (both oral and written) with students, students, parents • Good organisational skills and ability to make sound judgements when prioritising tasks 	<ul style="list-style-type: none"> • Experience of action planning, data analysis and assessment procedures to raise student achievement 	<p>Interview</p> <p>Interview</p> <p>Interview</p>
4. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Educated to GCSE (grade 4 or above, A* to C) level or equivalent including Maths, English and Science or equivalent qualifications or experience • Willingness to undertake training and development related to the post. • Evidence of continuing professional development 	<ul style="list-style-type: none"> • Relevant level 4 qualification 	<p>Application</p> <p>Application</p> <p>Application/Interview</p>
5. ATTITUDE AND MOTIVATION	<ul style="list-style-type: none"> • Calm and patient when dealing with others • Demonstrates accountability and ownership for own work duties and activities • An ability to work within a team environment and be supportive of the overall team effort • Demonstrates a 'can do' approach, self-motivation, ability to prioritise work and the ability to work autonomously • Self-motivation, ability to prioritise work and the ability to work autonomously • Ability to travel to work across the Academy's two campus sites. • Attendance at some evening and early morning meetings may be required 		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>