



ATHENA
LEARNING TRUST

Design & Enterprise Technician

Application Pack

Closing date:
5th June 2023, 9am

Interview date:
TBC

www.athenalearningtrust.uk





Job Title: Design and Enterprise Technician

School Base: Launceston College

Closing Date: 05/06/2023 at 9am

Interview Date: TBC

Vacancy Start Date: ASAP

Contract Type: 38 weeks, 18h

Salary: C1 - C5 £21028 - £22905

(actual salary £8711.28 - £9486.50)

Contract Term: Fixed Term until 31/08/2024

At Athena Learning Trust, we are inspired by wisdom, creativity, collaboration, innovation and learning. At our six schools - Altarnun Primary, Atlantic Academy, Bideford College, Egloskerry Primary, Launceston College, and Launceston Primary School – we are dedicated to providing a learning environment that develops all to their full potential.

We believe that education is the key to unlocking a better future, and our mission is to support all schools and their communities in achieving world-class education. With many years of experience in the field, we understand that knowledge brings freedom - freedom from illiteracy, innumeracy, and exclusion from learning. We are passionate about helping schools to provide the education to bring opportunity, choice and freedom to all.

This important role provides support to staff and students during practical lessons and theory work, providing demonstrations and advice on the safe operation of equipment.

We are seeking applicants who are aligned with our values and have the talent and passion to deliver our vision successfully. You will be joining a team of dedicated individuals who are committed to fostering a positive school culture and community that encourages interaction, friendship, collaboration, understanding, and cultural diversity among students and staff.

If you want to make a meaningful impact and support our schools while taking advantage of the lifestyle that our beautiful coastal settings provide, we want to hear from you. Apply now and be a part of our dedicated team working towards a brighter future for all of our students.



These are just a few of the reasons to join Athena:

People:

Our staff are great people and a great team together

CPD:

We love learning together; and provide all staff with development opportunities

Flexibility:

Our staff work flexibly in a range of different patterns and positions

Value:

Our staff have a great pension and holiday entitlement, access to sick pay and nationally negotiated rates of pay

Impact:

We work as a team to improve the life chances and opportunities for children

Leaders:

We see every staff member and student as a future leader

Time:

We value staff time really highly and devote ourselves to always investing it well

Balance:

We value the holiday staff have to do things that make them happy and healthy

Wellbeing:

We give all our staff access to a range of wellbeing and employee benefits

Why Athena?

At Athena Learning Trust, we pride ourselves on creating an inclusive and diverse work environment where staff happiness and wellbeing are a top priority. As part of our team, you'll also have access to a range of benefits, including:

- Competitive pay and opportunities for professional development, as we are a growing trust
- Generous holidays and access to the outstanding teacher pension scheme
- Perkbox, our benefits scheme that offers a wide range of savings and perks
- An employee assistance programme to support your health and wellbeing
- Modern, well-equipped schools, with outstanding facilities and on-site parking
- The option to participate in a nationally recognized cycle to work scheme
- Access to quality CPD to ensure professional success and personal satisfaction
- A team of dedicated staff who are passionate about supporting teaching and learning
- A trust culture which is creative, innovation, fun, fair, developmental, values diversity and inclusion and which is supportive of staff and pupils

Join our team and be a part of an organisation that is committed to providing an excellent education for all students, regardless of their background or circumstances. Apply now and experience the difference in a rewarding and meaningful career in education.

Thank you for your interest in the position of Design and Enterprise Technician at Athena Learning Trust.

If you have any questions, or if you would like a further discussion about the role, in the first instance please contact our

People team: Tel: 01566 701683 E-mail: people@athenalearningtrust.uk



Job Description:

Job Title: Design and Enterprise Technician
Grade: V
Responsible to: Head of Design and Enterprise
/Head of Vocational

Main Purpose of Job:

To prepare work area prior to all lessons, plan, organise and implement support for staff and students at all key stages in the Vocational Department. To assist the respective teacher /Head in securing an environment in which students can safely pursue investigative practical and theory work.

Main Duties and Responsibilities:

- To order, prepare materials, equipment and teaching aids for workshop use, at the direction of the teacher and Head of Vocational. To tidy up and clean materials and equipment, including breakages and spillages, so as to ensure a safe and hygienic working environment at all times.
- To support teachers and students during practical work and theory work, to include setting up the workshop, providing advice to pupils in the development of their tasks, including the safe operation and demonstration of equipment.
- To oversee the work of small groups of students engaged in practical tasks, as requested by the head of vocational and under the supervision of the teacher.
- To supervise students assigned to the department as part of their work experience programme, under the direction of the head of vocational.
- To prepare specialised tools / equipment / materials within the department and College. This will include setting up and operating equipment, training students on their uses and maintaining safe working practices.
- To advise members of staff and pupils on particulars hazards and requirements in the use of equipment / materials / experiments in line with COSHH/ safety / CLEAPPS guidance. To remain aware of current safety guidelines and legislation.
- To issue and receive back materials and equipment. To check for missing and damaged equipment against inventories and inform the relevant teacher.
- To check and test equipment routinely to ensure its good safe working order and to undertake maintenance, repairs and servicing where needed and within the limits of the post holder's skills and training. To recommend any necessary repairs or arrange further maintenance for equipment on the approval of the head of department.
- To operate a system of stock control, ensuring sufficient replenishment of materials within the approved limits and recommending any additional stock needs related to the qualifications. To assist in ordering stock and checking deliveries of stock when received.
- To drive the school minibus as directed
- To monitor and achieve the efficient organisation of the work and storage areas and to ensure the cleanliness, safety and security of these areas at all times.
- To attend staff meetings and training where required.
- To lead on lessons with a supervisor, should the teacher not be present
- To undertake other duties appropriate to the grading of the post as required.



Person Specification

Qualifications:

- Attainment of GCSE's grade C/ NVQ level 2 or above in English & Maths (or able to demonstrate equivalent levels of numeracy & literacy).

Experience (preferred but not essential):

- Good standard of practical knowledge, skills and experience of working with pupils within a learning environment.
- ICT skills – able to support learning through ICT

Skills and Abilities:

- Health & Safety regulations
- Safe working practices within the School environment
- Able to work in an organised and methodical manner
- Ability to use own initiative
- Excellent communication skills
- Strong organisational and time management skills
- Strong ability to work independently and supportively as part of a team
- Ability to take personal responsibility for standard of work carried out
- Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.

Personal Qualities:

- Clean and smart appearance
- Honest and trustworthy
- Self motivated with a positive attitude and strong work ethic
- Able to undertake physically demanding work
- Patient, friendly and polite approach
- Acceptance of different attitudes, working in a team environment

To apply:

To apply for this job, please complete our application form on the website.



We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.

Safeguarding Statement:

Athena Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to DBS clearance and appropriate pre-employment checks.

