



**Watergrove
Trust**

Providing more

Organisation:	Watergrove Trust
Academy:	Wardle Academy
Section:	Associate Staff
Location:	Birch Road, Wardle, Rochdale, OL12 9RD
Job Title:	Design Technology Technician
Scale:	Grade 3 (points 5 to 6) actual salary £19,884 - £20,217 per annum
Hours	36 ¼ hours, Term Time Only

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

RESPONSIBILITIES

The postholder must:

- Perform his/her duties in accordance with Equal Opportunities Policies.
- Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
- Be able to render regular and efficient service to undertake the duties of this post.

PURPOSE AND OBJECTIVES OF THE ROLE

- To assist Academy staff in the raising of standards in the Technology Area and the presentation and promotion of the Academy

Safeguarding

- Fulfil responsibilities and obligations in relation to the safeguarding of children.

Financial

- To monitor, order and organise storage of the department's level of stock and materials.



ICT

- To adhere to the school/Trust rules and regulations relating to the use of ICT, email and intranet/internet access.
- To have an understanding of basic word processing and spreadsheets. Ideally with some experience of CAD (Computer Aided Design). Training will be provided.

Health/Safety/Welfare

- Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust.

Training and Development

- The post holder will receive relevant training for this role e.g. for use of machinery and health and safety training.
- The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with Watergrove Trust's Associate Staff Appraisal Framework.

Relationships (not exhaustive)

Headteacher
Students

Senior Leadership Team
Associate Staff

Teachers
Visitors

Parents/Carers
External Agencies

Values and Behaviours

The Wardle Way:



Wardle Academy has high expectations of students and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

Principal Responsibilities

This Technical role is based in the school's curriculum workshops, (Woodwork, metal work and CAD/CAM) and will include some of the following principle responsibilities:

1. Provide practical support and prepare all equipment and items for practical sessions and examinations including, constructing, setting up and dismantling equipment as required.



2. Advise and support staff in the safe and proper use of equipment and contribute to practical lessons and demonstrate and assist others in safe and effective use of specialist equipment as required.
3. Contribute to the maintenance of the technology rooms and equipment, including carrying out minor repairs to apparatus and follow standard procedures in accordance with Health and Safety requirements.
4. Awareness of all current Health and Safety procedures, COSHH register requirement and CLEAPSS. (Training available)
5. Carry out regular Health and Safety checks, reporting any faults appropriately.
6. To use, check and maintain the equipment and resources for safe, effective use by students and staff in accordance with Health & Safety procedures ensuring Hygiene Standards are met.
7. Ensure that all equipment and apparatus are accounted for and safely stored away at the end of the school day including checking the computer room, laptop trolley and workshop areas
8. To keep accurate records of materials and equipment.
9. To monitor, order and organise storage of the department's level of stock and materials.
10. Maintain a log of work requests and actions taken.
11. Identify procurement requirements for teaching materials and equipment.
12. Prepare resources appropriately and in a timely manner for curriculum requirements.
13. To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

SECONDARY DUTIES

1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust.
2. Work collaboratively across departments with colleagues and students to ensure the Academy & Trust operates as effectively as possible to achieve its aims. Develop collaborative working relationships with other managers and colleagues in the Trust.
3. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.
4. Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate.
5. Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
6. To support and participate in team working across the Trust, including working within other



areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder. Prepare and contribute to Trust wide development by sharing best practice and professional feedback.

7. To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.

8. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

9. The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.

b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.

c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.

10. To attend and participate in meetings as required.

11. Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.

12. Support the Academy & the Trust in meeting our legal requirements for worship.

13. Actively promote the Academy & Watergrove Trust corporate policies.

Job Description Prepared by: _____ Date: _____

Postholder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly as part of the appraisal cycle and may be subject to modification or amendment at any time after consultation with the post holder



Watergrove Trust Person Specification

Organisation :	Watergrove Trust		
Academy:	Wardle Academy	Post:	<i>Technology Technician</i>
Section :	Associate Staff	Grade:	3

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview PDR C Certificate
Qualifications		
To possess minimum GCSE English and Mathematics at Grade A*- C, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics, or equivalent	E	AF, C
Additional related qualifications	D	AF, C
Specialist skills in Technology (machine operating/CAD/CAM)	D	AF, I
Knowledge, Ability & Personal Qualities		
Importance of safeguarding/child protection when working in a school setting	E	AF, I
Health and safety requirements	E	AF, I
ICT literate (including digital technology)	E	AF, I
Knowledge/experience of CAD/CAM platforms	D	AF, I
Use initiative and work independently as required	E	AF, I
Ability to follow instructions	E	AF, I
Willing to take part in extra curricular activities	D	AF/I
Good written and communication skills	E	AF/I
Willing to take on further responsibilities	D	AF/I



Stock management, including ordering products, reconciling orders, efficient storage of stock, etc	D	AF, I
Excellent organisational, administrative and time management skills	E	AF, I
Ability to remain calm and positive in challenging circumstances	E	AF/I
Ability to establish and maintain positive working relationships	E	AF, I
Understand classroom roles and responsibilities, and your position within these	E	AF/I
Ability to speak in public and to groups	D	AF/I
Aware of the importance of effective communication with staff and pupils	E	AF, I
Teamwork and the sharing of best practice	E	AF, I
Enthusiasm and pride in your work	E	AF, I
Appropriate appearance and presence	E	AF, I
Values and Behaviours		
The Wardle Way: W - Well-being A - Ambition R - Respect D - Diversity L - Leadership E - Empathy Please demonstrate these values.	E	AF, I
Special Working Conditions		
Willingness to undertake First Aid Training and provide first aid cover as necessary, participating on the rota of provision.	E	AF, I
Full Driving licence	D	AF, I
All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment	E	
You will be expected to at times work outside normal working hours to participate in events such as open evening. These events are normally two to three times a year.	E	AF, I

