



General Technician

Applicant Information Pack

December 2024

Headteacher’s welcome

Thank you for your interest in working at Q3 Academy Great Barr.

Whether you are beginning your teaching journey or looking for the next post in your career, we all know being a teacher is a demanding job that requires passion and energy. If you have a genuine interest in helping young people learn and develop, then our students will pay you back in spades. The passage below, from our website, sets out our philosophy and the following pages will give you some flavour of how we go about our work. Please feel free to contact us for an informal chat or visit. I look forward to meeting you.

**Mr Chris Bury, Headteacher**

*Our educational philosophy is simple. First and foremost, we want every child to feel happy and excited about coming to the Academy. Only when each child feels secure and comfortable can we challenge them to grow and learn together. We want our students to return home telling their families of the memorable exciting learning experiences they have enjoyed. Experiences that make it easier to recall the detail necessary for exam success and experiences that develop their character as much as their academic potential.*

*Our passion is helping young people to flourish and become confident capable adults ready for the world ahead.*

*This passion creates a genuine warmth that supports every member of our community. Our traditional family values and Trust ethos, ‘Life to the full in pursuit of what is good, right, and true’ helps to keep the academic and well-being of every child sharply in focus and drives our ambition for continual improvement.*

*Only if our staff can say that what we provide is good enough for their own children is it good enough for yours and I’m proud to say this commitment to care, coupled with high academic ambition is helping all our young people to succeed.*

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A group of people sitting at desks writing on papers

Description automatically generatedA large building with a glass roof

Description automatically generated with medium confidence

About our Academy

As a mixed comprehensive academy with a dynamic Sixth Form, Q3 Academy Great Barr serves a vibrant and culturally diverse community of nearly 1,200 wonderful students.

Our gorgeous new buildings are surrounded by open, picturesque fields and woodlands, and the Academy offers a stimulating setting for teaching and learning. Our facilities are designed to inspire, with state-of-the-art classrooms and resources that support a rigorous, knowledge-rich curriculum. This curriculum is carefully crafted to challenge students, develop critical thinkers, and prepare them for successful futures.

Professional growth is embedded in our culture, and Q3 Academy Great Barr presents unparalleled opportunities for students and staff. If you are an educator passionate about shaping the future generation, you will be joining a community where education is valued, diversity is celebrated, and personal development is prioritised. This is a place where your talents will be valued, and your career can flourish.

We are proud to be part of The Mercian Trust, which provides us with access to wider resources, professional development, and a network of educators focused on pioneering teaching and learning methods, including digital transformation. Join us for an opportunity to be at the forefront of a transformative educational approach that champions collaboration, innovation, and excellence in teaching and learning.

A group of people sitting around a table

Description automatically generatedA person in a suit working on a computer

Description automatically generated

Why work here?

* Join an incredible team of friendly and supportive staff
* Work with our amazing students in a positive learning environment supported by a centralised behaviour system
* Manageable marking
* Supportive feedback culture with no high-stakes observations
* Rich culture of professional learning, with a high-quality CPD programme
* Fully resourced curriculum
* Three-week Christmas break and three ‘buy back’ days of extra summer holiday as thanks for contributing to the wider life of the Academy
* Visible and supportive SLT
* Modern laptops for staff and visualisers in every classroom
* Connect and unwind with regular social activities
* Access to Simply Health benefits, supporting your optical and dental care needs and including a free annual flu vaccination
* Free car parking on site
* Enjoy exclusive discounts and benefits through Edenred, including a cycle to work and discounted electric car scheme



A person in a white coat teaching a class

Description automatically generatedA group of people playing basketball

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“Q3 Academy Great Barr is a great place to work because students appreciate you as a teacher. Often students will thank you for your lesson and I love working with them as a team. It is not just a workplace but a hub of professionals who are always happy to support and encourage others. I feel part of a family rather than one of many.”

*– Teacher of Science (2024)*

“Lots of places promote the idea of students and staff being at the very heart in all that they do. Well, come see a place that actually does that. Visit us and see the smiles, you won’t want to leave!”

*– Teacher of French (2024)*

“I am grateful for the amazing opportunity to work as a teacher at Q3 Academy Great Barr. What sets us apart is the unwavering support from all staff members, from teachers to administrators. Everyone is approachable and always willing to help, making me feel valued and appreciated. Every day is a joy to come to work.”

*– Teacher of Geography (2024)*

Staff testimonials

Job Description

**Title:** General Technician

**Reports to:** Office Manager

**Grade:** Grade 3 SCP 4-6

**Job Purpose**

To provide practical and organisational support across various curriculum areas, with a focus on Food and Art. This role contributes to the efficient operation of the Academy and the effective delivery of our curriculum.

**General Curriculum Support**

* Provide administrative and practical support to middle and senior leaders.
* Lead on the upkeep and presentation of display boards around the Academy.
* Perform regular checks on key equipment including laptop trolleys.
* Place requisitions on our finance ordering system.
* Provide in-class support to teachers as required.
* Organise refreshments and hospitality for Academy events.
* Stay up to date with CLEAPSS and other relevant health and safety guidance.
* Support Curriculum Leaders in preparing for health and safety audits in specialist departments.
* Provide first aid when required, and undertake regular first aid qualification.
* Perform general administrative duties.

**Art & Design Support**

* Prepare materials and resources for art lessons, including paints, paper, clay, and brushes.
* Set up equipment and workstations for practical lessons.
* Mix and prepare paints, dyes, and other materials as needed.
* Organise and maintain the stockroom, ensuring materials are stored safely and tidily.
* Prepare displays for classrooms, corridors, or exhibitions by mounting and framing student artwork.
* Prepare specialist equipment, such as cameras, fabrics, and dyes.
* Clean and maintain tools, brushes, and equipment after lessons.
* Keep an inventory of all art equipment and materials, ordering and replenishing as required.
* Support the organisation of art exhibitions, open evenings, and Academy events.
* Prepare resources for GCSE or A-Level coursework and portfolios.
* Assist with the movement and storage of portfolios during marking and moderation processes.
* Sort and organise the collection of work from previous years’ students.

**Food & Nutrition Support**

* Always maintain a safe and clean working environment.
* Prepare ingredients and equipment for upcoming practical lessons.
* Support the classroom teacher during practical lessons.
* Organise the food technology room and keep it well-presented.
* Ensure food technology rooms and equipment are clean, tidy, and meet safety regulations, including checking equipment for safety, cleaning and sterilising equipment, and advising students on safety aspects of practical work.
* Clean fridges, cookers, and equipment regularly, and conduct deep cleans when required.
* Account for and store all equipment in its correct place, replacing items when necessary.
* Prepare and maintain departmental displays of work in the technology area and around the Academy.
* Conduct monthly online shopping duties, monitoring stock levels and informing the line manager of resource or ingredient needs.
* Check delivered goods, store items appropriately, and carry out stock-taking and inventory checks.
* Wash laundry items such as tea towels and aprons as needed.
* Set up for practical lessons and demonstrations.
* Complete a Level 2 Food Safety and Hygiene course annually.
* Familiarise yourself with Health & Safety regulations and risk assessments.

**General Responsibilities**

* Comply with the Academy's safeguarding policies and procedures to ensure the wellbeing of all students.
* Participate in staff meetings, training sessions, and continuous professional development activities as required.
* Stay updated with relevant educational policies and administrative best practices.
* Adhere to all Academy policies, including those related to health and safety, confidentiality, and data protection.
* Ensure all actions contribute to a safe and efficient working environment.
* Work collaboratively with colleagues to promote a positive and inclusive Academy culture.
* Be flexible and adaptable to the changing needs of the Academy.
* Uphold and promote the ethos and values of the Academy in all interactions with colleagues, students, parents/carers, and external organizations.
* Deliver exceptional customer service to students, parents/carers, and staff in all communications.
* Contribute to the development and implementation of administrative policies and procedures to improve operational efficiency.
* Maintain a high level of professionalism and confidentiality in all interactions.
* Promote and support the Academy's commitment to equity, diversity, inclusion, and belonging in all administrative practices.
* Serve as a role model through professional conduct and demeanour.

*This job description is not an exhaustive list of tasks, and the successful candidate will be expected to perform additional duties that are commensurate with the grade.*

Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Assessed** |
| **Qualifications** | | | |
| Certificate in Food Safety and Hygiene (or willingness to complete every 3 years) | ✓ |  | A |
| First Aid at Work certificate (or willingness to complete every 3 years) | ✓ |  | A |
| Grade C+/4+ in GCSE English and Maths or equivalent |  | ✓ | A |
| Level 2 or higher qualification in Art & Design and/or Food Preparation and Nutrition, or similar vocational qualifications |  | ✓ | A |
| **Experience** | | | |
| Experience organising equipment and resources | ✓ |  | A, I, R |
| Experience of working in food preparation and art & design, including personal experience | ✓ |  | A, I, R |
| Experience working with young people in an educational setting or similar context |  | ✓ | A, I, R |
| Experience supporting practical lessons |  | ✓ | A, I, R |
| Experience of stock management, ordering supplies, and conducting inventory checks |  | ✓ | A, I, R |
| Experience setting up displays or exhibitions |  | ✓ | A, I, R |
| **Knowledge and Skills** | | | |
| Good understanding of Health & Safety regulations and risk assessments, particularly in food technology and art environments | ✓ |  | A, I, R |
| Knowledge of hygiene and safety standards in food preparation and handling | ✓ |  | A, I, R |
| Strong organisational skills, with the ability to manage resources, prioritise tasks, and maintain a clean and safe workspace | ✓ |  | A, I, R |
| Practical skills related to food preparation and art techniques, including handling specialised tools and equipment | ✓ |  | A, I, R |
| Ability to operate and maintain a variety of equipment, such as ovens, fridges, brushes, and specialist art tools | ✓ |  | A, I, R |
| Competency in IT for online shopping, stock management, and basic administrative tasks | ✓ |  | A, I, R |
| Ability to maintain accuracy and attention to detail | ✓ |  | A, I, R |
| Understanding of safeguarding policies and procedures | ✓ |  | A, I, R |
| Excellent organisational and time management skills | ✓ |  | A, I, R |
| Effective communication skills, both written and verbal | ✓ |  | A, I, R |
| Ability to work collaboratively with colleagues | ✓ |  | I, R |
| Ability to handle multiple tasks and prioritise workload | ✓ |  | I, R |
| **Values and Attributes** | | | |
| A commitment to supporting a positive learning environment for students | ✓ |  | I, R |
| Enthusiastic and proactive approach to work, with the ability to work independently and as part of a team | ✓ |  | I, R |
| Attention to detail and a high standard of care for maintaining equipment and resources | ✓ |  | I, R |
| A flexible and adaptable attitude to meet the varying demands of the role | ✓ |  | I, R |
| Strong communication and interpersonal skills, with the ability to work effectively with students, staff, and external suppliers | ✓ |  | I, R |
| A willingness to take part in training and development to enhance skills and meet the evolving needs of the department | ✓ |  | I, R |
| Commitment to equity, diversity, inclusion, and belonging | ✓ |  | I, R |
| Ability to serve as a role model through professional conduct | ✓ |  | I, R |

A = Application Form, I = Interview, R = Reference

**The Mercian Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check. Satisfactory employment references and identification and qualification checks will be required before commencing duties.**

How to apply

To apply for this role, please submit an application form on our [**recruitment portal**](https://ce0218li.webitrent.com/ce0218li_webrecruitment/wrd/run/ETREC179GF.open?WVID=617104FK7u).

**Key dates**

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| --- | --- |
| Deadline for applications | Sunday 5th January |
| Shortlisting | Monday 6th January |
| Interviews | Week Commencing Monday 6th January |

**Visiting the Academy**

If you would like to arrange a visit before you apply, please contact Mr T Mahmood, Office Manager, at [t.mahmood@gbr.merciantrust.org.uk](mailto:t.mahmood@gbr.merciantrust.org.uk)

