



<b>Organisation:</b>	Watergrove Trust
<b>Academy:</b>	Wardle Academy
<b>Section:</b>	Associate Staff
<b>Location:</b>	Birch Road, Wardle, Rochdale, OL12 9RD
<b>Job Title:</b>	Technician
<b>Scale:</b>	Grade 3 point 5-6 (£8479 - £8613)
<b>Hours</b>	13 hours 45 minutes, 2 days per week, term time only
<b>Accountable to:</b>	Headteacher, Deputy Headteacher
<b>Special Conditions of Service</b>	<i>All posts require enhanced DBS clearance prior to appointment</i>

## **PURPOSE AND OBJECTIVES OF THE ROLE**

To work with teachers as part of a professional team to support learning by providing technical assistance

through working with Pupils in the delivery/demonstration of practical learning activities and the preparation

and maintenance of teaching areas and equipment for pupils.

## **CONTROL OF RESOURCES**

### **Personnel**

To be responsible for the direction, support and motivation of self and any staff under the post holders control

### **Financial**

To work in accordance with Financial Regulations and procedures of the school.

### **Equipment /Materials**

To be responsible for the safe use and maintenance of the equipment/materials used by the postholder

To adhere to the Trust/school rules and regulations relating to the use of ICT, email and intranet/internet

### **Health/Safety/Welfare**

Responsible for the health, safety and welfare of self and colleagues in accordance with the trust/school health and safety policies and procedures and current legislation.

### **Equality and Diversity**

To work in accordance with the trust/school policy and procedures and current legislation.

### **Training and Development**

The postholder will be responsible for assisting in the identification and undertaking of their own training and development requirements in accordance with the Schools Performance Management Framework

### **RESPONSIBILITIES**

The postholder must:

1. Perform his/her duties in accordance with the Trust's Equality and Diversity Policy.
2. Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

### **Safeguarding**

1. Fulfil responsibilities and obligations in relation to the safeguarding of children.
2. To adhere to the School & Trust rules and regulations relating to the use of IT, e-mail and intranet/internet access.

### **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, and current legislation.

### **Relationships (not exhaustive)**

Central Team Colleagues  
Headteachers  
Senior Leadership Teams  
Teaching Staff  
Associate Staff

Students  
Parents  
Visitors  
Contractors

Governors /Trustees

## Values and Behaviours ASPIRE

*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.

### Primary Responsibilities

1. Plan, Prepare and set up specific resources/materials/equipment for lessons
2. Contribute to the development of lesson and work plans
3. Implement structured and agreed practical learning activities for pupils in groups, or on a one to one basis, as prepared by and under the direction of the classroom teacher
4. Develop, prepare and maintain specialist resources as required
5. Ensure the safe and secure storage of allocated resources/materials/equipment to prevent unauthorised access/misuse
6. Clean and undertake maintenance of equipment as needed to ensure it is clean and in good working order
7. Update records, including production of reports and analysis of information
8. Contribute to the planning and development of systems, policies and procedures for their technical area
9. Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards
10. Order and maintain resources within an agreed budget
11. Demonstrate the use of equipment to technical and other staff
12. Ensure the adherence to health and safety regulations by technical support staff within the school and in Design and Technology

13. Undertake training individually and as part of the wider technician team
14. Provide clerical and administrative support to the class teacher as directed.
15. Undertake pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff in accordance with school procedure.

## **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 school & 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 school community, supporting our ethos and values encouraging staff and students to follow this example.

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

13. Actively promote the School & 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

and may be subject to modification or amendment at any time after consultation with the post holder

## Watergrove Trust Person Specification

<b>Organisation :</b>	<b>Watergrove Trust</b>		
<b>Academy:</b>	Wardle Academy	<b>Post:</b>	Technician
<b>Section :</b>	Associate Staff	<b>Grade:</b>	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.

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

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview C Certificate
<b>Qualifications</b>		
To possess GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy.	E	AF, C
To possess GCSE A*-C or at least a Level 3 qualification in a relevant discipline	E	AF, C
Willingness to participate in relevant training and development opportunities	E	AF, C, I
Experience of and competence in working with specialist equipment and packages linked to the subject of Design and Technology	E	AF, C, I
Experience of using ICT packages i.e. Google Docs, Google Sheets, Design Packages	E	AF, C, I
Ability to work effectively in a team environment, understanding classroom roles and responsibilities.	E	AF, C, I
Ability to build and maintain effective working relationships with pupils and colleagues.	E	AF, C, I
Experience of leading small group work with pupils and individuals, including demonstrations of practical applications of the subject	E	AF,I
<b>Skills and Experience</b>		
Experience of working as part of a team	E	AF, I
Experience in undertaking administrative tasks	E	AF, I
Experience of working with young people	E	AF, I

Experience of working on own initiative	E	AF, I
Experience of working with children with learning/behavioural difficulties	D	AF, I
Experience of working within a school, and working with a class of students	E	AF, I
Experience of working as part of a team	E	AF, I
<b>Knowledge and Ability</b>		
Understanding of the importance of safeguarding/child protection when working in a school setting	E	AF/I
Aware of the importance of effective communication with staff and pupils	E	AF/I
Ability to remain calm and positive in challenging circumstances	E	AF/I
Ability to speak in public and to groups	E	AF/I
Good written and communication skills	E	AF/I
Flexible in order to meet pupil needs	E	AF, I
ICT literate	E	AF, I
Ability to relate well to children and adults	E	AF/I
Understand classroom roles and responsibilities, and your position within these	D	AF/I
Willing to take on further responsibilities	D	AF/I
Willing to take part in extra curricular activities	D	AF/I
<b>Values and Behaviours</b>		
<p>Our mission then is to be ever <b>“Providing more”</b> to the communities we serve, to enable life in all its fullness.</p> <p>Our Trust is enabled by a mutual interdependence within which we will always:</p> <ul style="list-style-type: none"> <li>● Coach</li> <li>● Challenge</li> <li>● Innovate</li> </ul> <p>The Wardle Way:</p> <p>W - Well-being  A - Ambition  R - Respect  D - Diversity  L - Leadership  E - Empathy</p> <p>Please confirm that you are willing to adhere to these values</p>	<b>E</b>	<b>AF/I</b>
<b>Special Working Conditions</b>		
Applicants will be expected to understand/ take training on the importance of safeguarding/child protection when working in a school setting	<b>E</b>	<b>AF, I</b>
Undertake First Aid Training	<b>E</b>	<b>AF, I</b>

All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment.	<b>E</b>	<b>AF,I, A</b>
From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description. (Example): Supporting Open Evenings and other out of hours school events as and when required or to perform routine system upgrades and general maintenance	<b>E</b>	<b>AF/I</b>