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**FAKENHAM ACADEMY JOB DESCRIPTION**

**Technology & Art Technician**

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| **Line Manager:** | Head of Arts & Technology |
| **Salary:** | Support Staff Salary – SCP 6: £20,043  **Pro Rata:** £10,705 - £10,897  22.5 hrs a week – Term Time plus 2 weeks |

**THE POST**

We are currently seeking a Technology and Art Technician to support the work of our very busy design and technology department providing technical support and resources and maintaining equipment, ensuring compliance with issues relating to Health and Safety. You will also provide day to day support to the teaching staff and our students during lessons.

You will be able to manage a varied workload and be able to learn new skills effectively. You will also be a team player who has enthusiasm, adaptability and resilience and is committed to providing the highest levels of service.

Fakenham Academy is a member of the Sapientia Education Trust (SET).

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week’s prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

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| Qualifications / Education / Training |  |
| **ESSENTIAL** | **DESIRABLE** |
| English/Literacy and Maths/Numeracy qualifications at level 2 of equivalent. |  |
| NVQ Level 2 or equivalent in relevant discipline. |  |
| Experience |  |
| Experience of using ICT and other technology. | Experience of working in a school. |
| Skills, Knowledge and Level of Competency |  |
| Able to prepare materials and equipment for practical work. |  |
| Able to ensure teaching rooms and equipment are in a condition that effectively supports teaching and learning. |  |
| Knowledge about relevant Health and Safety requirements and able to support high health and safety standards. |  |
| Able to communicate effectively with children and adults. |  |
| Personal Qualities |  |
| Committed to supporting student success. |  |
| Able to communicate effectively with staff and students. |  |
| Committed to safeguarding and promoting the welfare of children and young people. |  |
| Other (eg constraints) |  |
| Flexible to work outside normal hours and days when necessary. |  |

**Main Tasks and Responsibilities**

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| 1 | To assist in the preparation and assembly of equipment and apparatus for demonstrations, practical classes, assessments and examinations. |
| 2 | To clean and maintain existing and new equipment to the highest standards. |
| 3 | To ensure all equipment/resources are fully functional and adhere to the appropriate health and safety requirements for their use. |
| 4 | To ensure that all work areas are maintained to provide a safe environment for cleaning staff and others. To deal appropriately with spillages or other hazards during practical activities. |
| 5 | To undertake minor repairs and modifications to apparatus and equipment when necessary. |
| 6 | To clear out storage areas on a regular basis to monitor contents and condition of stock and assist with stocktaking as required. |
| 7 | Within the department to undertake general tasks such as porterage and handyperson duties, including transporting supplies within the Academy and collecting materials from local suppliers and external organisations. |
| 8 | To maintain an up to date knowledge of technical developments in the field. |
| 9 | To be aware of, and comply with, all departmental/Academy instructions and procedures relating to health and safety at work. To contribute to safe working practice in preparation/storage/teaching areas. |
| 10 | To support and contribute to open events as required. |

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| **Planning and Preparation** | |
| 1 | To undertake preparation of materials for students’ practical work including machinery, materials for projects and designs. |
| 2 | To produce jigs, formers, teaching aids, storage racks and other development projects. |
| 3 | Within the department to enquire about tools and materials that are required, their availability, cost etc for HoD |
| 4 | To understand and be aware of all health and safety instructions on the use of the department’s resources (e.g. tools, materials, equipment etc). |
| 5 | Prepare resources using laser cutter and be able to use Solidworks to support teacher. |
| 6 | Maintain and prepare equipment for 3D printing and vinyl cutting and use with class teacher. |
| Maintenance | |
| 1 | To grind and sharpen hand and machine tools and have general oversight/maintenance of other hand tools. |
| 2 | To clean, oil and carry out day to day maintenance of machine tools including regular checks, and adjustment of belts and guards. |
| 3 | To maintain benches, vices, bench hooks and stops, stools and working surface areas in all parts of the department. |
| 4 | Daily maintenance check of disc sander, extraction filter and emptying/cleaning weekly when required. |
| 5 | To undertake sewing machine maintenance. |
| 6 | To undertake repair of other school equipment and fittings appropriate to the competencies of the post holder. |
| **Stock Maintenance and Storage** | |
| 1 | To receive, check and store all equipment and materials reporting on stock levels and conditions as required for all disciplines. |
| 2 | Check and store all deliveries in an efficient and safe manner. |
| 3 | Link with local industry in order to obtain materials and equipment that might otherwise be thrown away and sort, standardise and store such materials where possible. |
| **Health and Safety** | |
| 1 | To oversee the general equipment safety check which is carried out annually and to upgrade or repair any items that this check indicates requires attention. |
| 2 | To dust and clean appropriate equipment using specialist equipment. |
| 3 | To inform Head of Department of any deficiencies in any equipment tested that would make it unrepairable or unsafe. |
| 4 | To inform Head of Department of any general Health & Safety or other risks within the department. |
| 5 | To attend regular training sessions to keep up to date with statutory requirements and any changes in work practice. |
| 6 | To make certain that all equipment in the Department conforms to Health & Safety requirements by making checks on a daily, weekly and termly basis as necessary. |
| **Administrative and Other Tasks** | |
| 1 | Stock control, keeping records, ordering materials, with purchase orders. |
| 2 | Supporting risk assessment and Health & Safety requirements. |
| 3 | Assisting in practical lessons with advice and guidance for students. |
| 4 | Carrying out other activities that can be reasonably required within the level of the post. |

**General Responsibilities**

To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:

* Equal Opportunities
* Health, Safety & Welfare
* Child Protection
* Data Protection
* Risk Management

To undertake any other similar duties of this level as required by the Principal/Leadership team, including providing clerical/admin support as required.

**DRESS CODE**

The post-holder will be expected to wear appropriate work wear as provided. All staff will be supplied with appropriate Staff ID. This must always be worn to ensure that students, staff and visitors are able to identify Fakenham Academy employees.

**PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo several checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

**REVIEW**

The Job Description will be reviewed annually as part of Fakenham Academy’s Performance Management Programme.