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**SAPIENTIA EDUCATION TRUST**

**FRAMINGHAM EARL HIGH SCHOOL JOB DESCRIPTION**

**TECHNICIAN**

**(Design Technology, but can be deployed across other subjects)**

**PART-TIME – 15 HOURS PER WEEK, TERM TIME + 1 WEEK**

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| --- | --- |
| **Line Manager:** | Senior Technician and Director of Technology |
| **Liaising With:** | Senior Technician, subject teachers and associate staff within the Department. |
| **Salary:** | Points 3 - 7 of the Support Staff Salary Scale  **FTE:** £18,562 - £20,092 per annum |

**THE POST**

Framingham Earl High School’s wishes to appoint an effective and reliable individual who has a good rapport with young people to join our school.

As a Technology Technician you will be responsible for the provision and maintenance of practical facilities and resources in the DT Department, the construction and development of appropriate apparatus and equipment, and other general responsibilities relating to the efficient discharge of the functions for the Department. When required, to give Technician support in other subjects.

Framingham Earl High School is a member of the Sapientia Education Trust (SET).

On appointment, the successful candidate will be required to complete a six month probationary period.

**PERSON SPECIFICATION**

The personal competencies expected of all support staff are:

* The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
* Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
* Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of a Technology Technician are:

* Have the personality and presence required to carry out required duties effectively;
* Have a good rapport with young people and be able to act as a positive role model to them;
* Be supportive of the particular ethos and expectations of the Sapientia Education Trust;
* Be flexible and creative in approach and be open to the possibility of developing a wider role in the Trust.

**JOB SPECIFICATION**

**Purpose**

In accordance with the practices and procedures of the School, to ensure that a safe effective and efficient technical service is provided for the use of students and teaching staff.

To provide technical advice and assistance in the classroom to support students and assist teaching staff with learning activities.

* Provision of practical facilities and resources
* Prepare and assemble apparatus and components for demonstration, class practical work, assessments and examinations.
* When requested by teaching staff, demonstrate the use of different equipment and materials with particular regard to safety, including providing technical advice, assistance and supervision to students during practical’s, project work and assessments.
* Advise teachers, when required, particularly those teaching outside the specialism, being retrained or on probation.
* Install, test and calibrate both existing and new equipment.
* Where applicable, assist the teacher with controlled assessment, delivery of work programs/lessons and assessments within the specialist area.

**Construction and development of apparatus and equipment**

* Construct and devise equipment to meet the changing needs of practical programs, including the manufacture of teaching aids.
* Adapt apparatus and basic storage facilities.
* At the request of teaching staff, provide practical advice and safety instructions to students.
* Construct and maintain the plug-in peripheral equipment for computers and electronic measuring devices.

**Maintenance of departmental facilities and resources**

* Ensure that equipment, materials and apparatus, including teaching aids, are maintained in a serviceable and safe condition.
* Undertake repairs, including of other school equipment and fittings, when necessary and, where applicable, recommend or arrange outside repairs, replacement or maintenance.
* Ensure that any debris or hazardous materials/spills are removed from the sinks, benchtops and other areas to provide a safe environment for cleaning staff and others.
* Deal with spillages/emergencies during practical activities.
* Ensure that water taps are turned off, and that electrical connections, and other materials are left stored in a safe and secure condition, ready for re-use.
* Diagnose faults and take necessary action accordingly, including proposing alternatives for damaged/faulty equipment.
* Ensure that appropriate levels of stock are maintained to meet the requirements of the department.
* Maintain all safety equipment used by technicians, teaching staff and students to the highest standard.

**General responsibilities**

* Liaise with external agencies such as suppliers and manufacturers regarding the provision, installation and repair of tools and materials etc.
* Where applicable, undertake administrative tasks associated with the post, including stock recording, ordering, etc.
* Be aware of, and comply with, all Trust/School/Department instructions and procedures relating to health and safety at work and to recognise the main responsibilities required under the Health and Safety at Work Act 1974 and associated legislation.
* Be fully aware of and comply with the Control of substances Hazardous to Health Regulations (COSHH).
* Contribute to safe working practice in preparation/storage/teaching areas.
* Maintain an up to date knowledge of technical developments in the field.
* Undertake general tasks according to the needs of the department such as maintenance of workshops, organization of storerooms, transporting supplies, reprographic duties, preparation of audio/visual material as required by departmental teaching staff, etc.
* Undertake any other duties within the scope of the post, as required by the Subject Director or other appropriate supervisor, in particular those that derive from the changing demands of the curriculum.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to respect and be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the Leadership Team to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

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

**HOURS OF WORK**

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| --- | --- |
| Paid Weeks per year | 39 |
| Working weeks | Term Time + 1 Week |
| Hours per week | 5 |
| Normal Working Pattern | Mon – Fri (hours flexible across the 5 days) |
| Paid Breaks | 30 minutes unpaid lunch break |

**REMUNERATION**

Salary Details:

* Scale 3 - 7 of the Support Staff Salary Scale
* FTE: £18,562 - £20,092 per annum
* **£6,416 - £7,099 pro rata per annum**

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

The post-holder will be entitled to join Framingham Earl High School’s nominated pension scheme for support staff.

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

**PRE-EMPLOYMENT CHECKS**

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

**REVIEW**

The Job Description will be reviewed annually as part of Framingham Earl High School’s Performance Management programme.