**JOB DESCRIPTION**

**Job Title:** Design/Food Technology Technician

School: Maghull High School

**Grade:** Band E 7-11

**Reports to:** Head of Department

**Main purpose of the job:**

Reporting to the head of department, the post-holder will coordinate the use of practical technology resources and facilities and provide assistance and advice in meeting the practical needs of the Technology curriculum which involves both GCSE, and all post 16 qualifications. This will include liaising with teaching staff and support staff outside of the department.

**Key duties and responsibilities**

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| 1. | **Support for the Student** |
|  | Support students in accessing learning activities and providing technical advice under the guidance of the teacher. |
|  | Demonstrate and assist students in the safe and effective use of specialist equipment/materials i.e. CAD/CAM equipment, CNC and Engineering workshop experience, food and catering equipment as appropriate. |
| 2 | **Support for the Teacher** |
|  | To contribute to the design, development and maintenance of specialist equipment and/or long term projects including purchasing materials, constructing, maintaining and modifying equipment. |
|  | To ensure the availability of suitable materials, equipment and consumable resources.  To assist all staff including trainee teachers with the organisation of lessons in terms of material and equipment preparation, prior to lessons commencing to ensure that they meet essential minimum standards.  To compile orders and liaise or negotiate with suppliers and the finance team. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up to date levels of stock and maintaining records as appropriate. |
|  | To ensure the maintenance of a healthy and safe working environment through: |
|  | * Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources including preparation of risk assessments, carrying out electrical and other safety checks. |
|  | * Keeping up to date with current procedures and practices through continuing professional development (attending courses and reading publications) |
|  | * The provision of technical advice and support on health and safety issues to colleagues |
|  | * The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards including organising, storing and checking the condition of equipment |
|  | * Assisting in practical classes and carrying out demonstrations |
|  | * The healthy and safe storage and accessibility of equipment and materials |
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|  | Create and maintain a purposeful, orderly and productive working environment. |
|  | Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard. |
|  | Ensure the health and safety of students at all times in the classroom environment. |
|  | Demonstrate and assist others in safe and effective use of specialist equipment/materials.  Support for the curriculum (i.e. printing of student’s work/provision of displays etc.) as and when required. |
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| 3 | **Support for the School** |
|  | To ensure good levels of communication with the ICT team, immediately reporting any ICT issues or damage to equipment to aid a fast and efficient response.  Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentially, reporting all concerns to an appropriate person. |
|  | Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. |
|  | Contribute to the overall ethos/work/aims of the school. |
|  | Appreciate and support the role of other professionals. |
|  | Participate in training and other learning activities and performance management as required. |
|  | Assist with the supervision of students out of lesson times e.g. extra-curricular activities. |
|  | **Customer Care -** To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To inform your manager about what customers say in relation to the services delivered. The role holder will be required to dress and act at all times as an example to the students within the school and to create a professional image for parents and other visitors. |
|  | **Develop oneself and others** - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others |
|  | **Valuing Diversity** -To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan. |

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

**PERSON SPECIFICATION**

**Job Title:** **School Technician- Technology**

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| **Qualifications and training** | **Essential** | **Desirable** |
| Level 2 or higher in English/Literacy & Maths |  | ✓ |
| NVQ 2 or equivalent qualification in relevant discipline |  | ✓ |
| Continuous professional development in a relevant area |  | ✓ |

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| **Experience, knowledge, and skills** | **Essential** | **Desirable** |
| Working in a creative design environment |  | ✓ |
| Experience working in a technology department within an educational setting |  | ✓ |
| Practical experience of modern manufacturing techniques |  | ✓ |
| Experience of maintaining a safe working technological environment | ✓ |  |
| Specialist knowledge and understanding of a range of modern manufacturing techniques i.e. CAD/CAM/CNC and engineering workshop experience |  | ✓ |
| Experience of designing and developing CAD/CAM programmes when using CNC machinery |  | ✓ |
| Understanding and knowledge of the curriculum |  | ✓ |
| Ability to prepare resources for the Food Technology curriculum safely and effectively. |  | ✓ |
| Ability to work collaboratively with colleagues to carry out the role effectively, knowing when to seek help and advice | ✓ |  |
| **Customer Care -** Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users. | ✓ |  |
| **Valuing Diversity** - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage. | ✓ |  |
| **Developing Self and Others** - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others’ learning and share learning with others | ✓ |  |
| Experience of ordering/ sourcing of relevant materials | ✓ |  |
| Relevant First aid knowledge |  | ✓ |
| Willingness to participate in relevant training and development opportunities | ✓ |  |

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| **Personal attributes** | **Essential** | **Desirable** |
| Effective in the use of ICT | ✓ |  |
| Demonstrate and promote the positive values, attitudes and behaviour they expect from pupils with whom they work | ✓ |  |
| Good organisational and planning skills | ✓ |  |
| High Expectation of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements | ✓ |  |
| A commitment to Health and Safety | ✓ |  |
| A commitment to child protection and safeguarding | ✓ |  |
| Ability to remain calm under pressure | ✓ |  |
| Ability to communicate across all levels | ✓ |  |
| Ability to self-evaluate learning needs and actively seek learning opportunities | ✓ |  |
| Ability to liaise sensitively and effectively with parents and carers when required | ✓ |  |

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| **Special requirements** | **Essential** | **Desirable** |
| Satisfactory enhanced DBS certificate | ✓ |  |
| Medical clearance | ✓ |  |
| Two satisfactory references | ✓ |  |
| Full UK driving license and access to a car during working hours |  | ✓ |

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.