

### JOB PROFILE

|                       |                                                             |                           |                                                   |
|-----------------------|-------------------------------------------------------------|---------------------------|---------------------------------------------------|
| <b>Job Title:</b>     | Technology Technician (Design Technology)                   | <b>School/Department:</b> | Temple Learning Academy                           |
| <b>Salary Grade:</b>  | B1 FTE £23,152 - £23,893<br>Actual Salary £18,758 - £19,359 | <b>Working Hours:</b>     | 35 hours, Monday to Friday<br>TTO + Training Days |
| <b>Contract Type:</b> | Permanent                                                   | <b>Location:</b>          | Leeds                                             |

**Responsible to:**  
Curriculum Leader of Design Technology

**Role Summary:**

To work within the Design Technology Faculty to support the teaching and learning of students. To prepare and maintain materials and equipment for lessons. Support teaching staff with daily requests for support and take responsibility for stocktaking and ordering within the Faculty.

**Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.**

**Special conditions of service:**

No smoking policy, including e-cigarettes.

Occasional requirement to work outside of school hours and off school premises

**Role specific responsibilities:**

- To ensure the healthy and safe, storage and accessibility of equipment and materials.
- To contribute to the design, development and maintenance of specialist resources and/or long-term projects.
- To support individuals/small groups of students and staff in lessons.
- To set up for practical lessons, at the request of teaching staff, to enable quality lessons to be delivered.
- To support the team in ensuring the availability of suitable materials and equipment, ordering equipment and keeping records of expenditure, keeping up-to-date records of stock, stock rotation and receiving orders when delivered.
- To ensure that routine and non-routine checking, cleaning, maintenance and repairing equipment is carried out to the required standard. Supporting the teaching staff with ad-hoc cleaning requests after practical sessions.
- To be responsible for display work in the Design Faculty rooms.
- To maintain the tidiness of the Design Faculty rooms.
- To assist with after school clubs and competitions as necessary.
- To take active involvement in the school's Performance Appraisal process.
- To take responsibility for own professional development, participating in training linked to the role and attending courses as directed by the line manager.
- To be aware of Health & Safety regulations in all aspects of the role.
- To carry out additional duties commensurate with the post.

**Tasks/Responsibilities (Technology):**

- To support practical lessons, prepare resources and equipment for practical's and be available to assist at the end of practical lessons as required, when cleaning away is needed.
- To maintain hygiene standards by thoroughly cleaning and checking regularly that all equipment is in good working order. Also weekly cleaning and checking storage and cooking spaces, including microwaves, fridges/freezers and stock room.
- To maintain all Food Technology rooms and the equipment therein to a high standard (including ordering new stocks of ingredients, etc) to ensure these areas are fit for purpose.
- To complete a visual check of all machines and resources on a daily basis, trouble shooting any problems.
- A willingness to prepare materials and resources using a variety of technical equipment.

- To complete the weekly department food order, to ensure stocks are kept at an appropriate level and ingredients purchased for practicals the following week.
- To maintain equipment as appropriate.
- To complete reprographic tasks as directed by teaching staff within a reasonable time frame.

**Ability to:**

- Communicate effectively with staff at all levels within the school.
- Relate well to young people.
- Take initiative and work independently.
- Work to high levels of accuracy.
- Practise and plan to ensure completion of tasks.
- Empathise and interact with young people in an appropriate manner.

**Skills:**

- ICT competence desirable.
- Problem solving.
- Negotiation.
- Organisational/administrative.

**Characteristics:**

- Excellent attendance record.
- Hardworking
- Willingness to be flexible and work to meet the best interests of the school.
- Self-motivated.
- Team worker.

**Relationships**

- The post holder will be required to work flexibly to deliver an efficient Service.
- There will be regular contact with students, colleagues, other members of staff, line managers and internal and external customers

**Physical Conditions**

- The post is currently based at Temple Learning Academy.
- School has access by stairs and lift and is accessible by disabled persons.
- This post is subject to an enhanced Disclosure and Barring Service check.
- The school operates a non-smoking policy.

**RK People responsibilities:**

- Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required.
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

**The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile but which is in line with the general scope, grade and responsibilities of the role.**



## Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



## Our Trust Values



### Collaboration

We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



### Integrity

We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



### Respect

We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

## Our Trust Goals



### We champion learning

Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



### We promote wellbeing

Ensuring the wellbeing of every child and member of staff in our Trust.



### We invest in our people

Supporting every member of staff throughout their career to be the best that they can be.



### We innovate with technology

Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



### We are our Trust

Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

## PEOPLE PROFILE

| Aptitudes and Characteristics                                                                                                                                              | Essential | Desirable |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Able to communicate effectively with a wide range of people                                                                                                                | √         |           |
| Good written and spoken communication skills                                                                                                                               | √         |           |
| Good literacy/numeracy skills                                                                                                                                              | √         |           |
| Ability to relate well to children and adults                                                                                                                              | √         |           |
| Good organisational skills                                                                                                                                                 | √         |           |
| Able to work under pressure and prioritise work to meet conflicting deadlines                                                                                              | √         |           |
| Knowledge of Health and Safety                                                                                                                                             |           | √         |
| Negotiating skills                                                                                                                                                         |           | √         |
| Willing to abide by the all School policies and procedures such as Equal Opportunities, Health and Safety, Child Protection, Confidentiality and Data Protection Policies. | √         |           |
| Display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives                                                 | √         |           |
| Enthusiasm/interest for Design, Food Technology, Technology                                                                                                                | √         |           |



|                                                                |                  |                  |
|----------------------------------------------------------------|------------------|------------------|
| Commitment to the safeguarding of our students                 | √                |                  |
| Commitment to own personal development and learning            | √                |                  |
| <b>Qualifications, Knowledge and Experience</b>                | <b>Essential</b> | <b>Desirable</b> |
| GCSE level of education                                        |                  | √                |
| NVQ Level 3 or equivalent                                      |                  | √                |
| First Aid Certificate                                          |                  | √                |
| Experience of dealing with queries from a wide range of people |                  | √                |
| Experience of project working                                  |                  | √                |
| Experience of working in Design/Food environment               |                  | √                |

