

Technology Technician

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| Job Title | Technology Technician |
| Salary | £18,800 FTE |
| Type of contract | 190 days |
| Weekly hours | Up to 37 hours - negotiable |
| Location | South Axholme Academy, Epworth, Doncaster |
| Closing Date | 8 th April 2022 10am |

*Please note the days and times for the 10 hours are open to negotiation but must meet the business needs of the Academy.

Key Responsibilities/Job Description:

- To assist teaching staff with the preparation of materials and equipment for lessons, activities, demonstrations and examinations.
- To assist students during lessons, under the direction of teaching staff.
- To instruct students on the use of specialist equipment, including CAD/CAM, and to assist them with the operation of such equipment.
- To assist teaching staff with the supervision of students during practical assignments.
- To ensure the general care of workshops, including maintenance of benches, tools, machinery and equipment.
- To assist with routine day-to-day cleaning and servicing of machinery or equipment.
- To inspect furnishings, machinery and equipment and to report the need for any major repairs or servicing.
- To undertake the manufacture of resources, as specified by the Subject Leader.
- To cooperate and communicate effectively with other Technology staff in order to ensure efficient team working.
- To maintain stock-keeping records of materials and equipment.
- To ensure the safe storage of tools, equipment and materials.
- To undertake appropriate and relevant training.
- To maintain and operate CAD/CAM equipment, as directed by the Subject Leader.

- To liaise with outside agencies regarding Health & Safety inspections, PAT testing and dust extraction issues.
- To maintain workshop first aid kit and become trained First Aider.
- Carry out any other duties commensurate with the grade and general responsibilities of the post
- Maintain health and safety and carry out all work in accordance with safe working practices.
- Comply with Health and Safety Regulations.

All Trust Staff Should:

- Work with all students ensuring equality of opportunity for all.
- Take responsibility for Safety and Welfare of all students, raising any concerns following the Academy/Trust protocols and procedures.
- Work proactively and effectively in partnership with all stakeholders.
- Carry out a share of statutory supervisory duties.
- Treat students with dignity and build relationships rooted in mutual respect and at all times observing proper boundaries appropriate to the professional position.
- Participate in CPD relevant to the role.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English and numeracy.
- Participate in arrangements for examinations and assessments.
- Take an active role in promoting good behaviour in and around the Academy/Trust.
- Ensure that students adhere to the uniform code and apply sanctions when this code is breached.
- Develop an academy learner mind-set – the attitudes, skills and learning habits needed to become an inspired, confident and independent learner.
- Be a positive role model and demonstrate consistently and effectively the positive attitudes, values and behaviour which are expected of students.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Regularly review the impact of their work and its impact on students' progress, attainment and well-being, refining approaches where necessary and responding to advice and feedback from colleagues
- Proactively participate with arrangements made in accordance with the Appraisal Policy
- Have professional regard for the practice, ethos and policies of the Academy/Trust and maintain high standards in your own attendance and punctuality.
- Operate at all times within the stated policies and practices of the Academy/Trust.
- Contribute positively and effectively to the whole Academy/Trust ethos
- Cooperate with other staff members to ensure a sharing and effective use of resources to the benefit of the Academy, individual departments and students

- Attend and participate in appropriate calendared meetings
- Take responsibility for own professional development and duties in relation to Academy policies and practices
- Liaise effectively with staff, students, parents and governors
- Ensure compliance with Health and Safety at Work Act 1974 and all other policies related to health and safety, and to ensure compliance with the Data Protection Act 1988.
- Ensure compliance with data protection laws and safeguarding procedures.
- Carry out any other duties as directed by the Principal as may from time to time be agreed in accordance with the nature of the job described above

This is not an exhaustive list of tasks and job descriptions will be continually reviewed and changed according to the needs of the Academy and Trust.

Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Person Specification

Application (A), Interview (I) Task (T), Reference (I)

| Professional knowledge, skills and understanding | Essential | Desirable |
|---|-----------|-----------|
| Ability to work both as a member of a team and on own and to deal with any unexpected problems that may arise | AI | |
| GCSE Maths and English, grade C or above | | A |
| Knowledge of COSHH and Design Technology guidelines | | AIT |
| Ability to relate well to children and adults | AI | |
| Ability to work in an organised and methodical manner | AI | |
| Ability to complete tasks to desired standards and to work to time constraints | AIT | |
| Some knowledge of Health and Safety procedures and precautions as they relate to the operation of science equipment and chemicals | AIT | |
| Ability to read, understand, follow and respond appropriately to instructions | AIT | |
| Display a conscientious and logical approach to the variety of tasks necessary for the smooth and efficient running of the academy | AIT | |
| Knowledge of subject/technical area | AI | |
| Experience | Essential | Desirable |
| General understanding of academy policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection | AIT | |
| Experience of working in a workshop environment | | A |
| Experience of working with young people | | AI |
| Practical Skills | Essential | Desirable |
| Flexible approach to work as well as good organisational and communication skills | AIR | |
| Ability to work collaboratively and effectively within a team | AIR | |
| Ability to work independently and to show initiative | AIR | |
| Ability to work under pressure, prioritise and meet deadlines | AIRT | |
| Friendly, approachable and non-confrontational manner combined with the ability to be firm | AIR | |
| Personal Qualities and Essential Attributes | Essential | Desirable |

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| A professional approach in both manner and physical appearance | I | |
| Ability to demonstrate discretion, confidentiality and commitment | I R | |
| Enthusiasm, determination and insistence on high standards | I | |
| Flexibility and good sense of humour | I | |
| A proven track record of excellent attendance and punctuality | R | |
| Ability to work with or without supervision | A I R T | |
| Commitment to safeguarding and promoting the welfare of children and young people | A I | |
| High expectations of self and others | Essential | Desirable |
| A flexible and adaptable approach | A I | |
| An innovator with the desire to continue to learn | A I | |
| Safeguarding Students | Essential | Desirable |
| Committed to safeguarding and promoting the welfare of children and young people | I | |
| Equal Opportunity | Essential | Desirable |
| The ability to ensure that there is equality of access to educational attainment and that all aspects of equal opportunities are adhered to | I | |

Application Process

An application form can be found on our website at [South Axholme Academy](#) or online at TES.com.

Receipt of early applications from candidates with the appropriate experience, qualifications and personal qualities may result in an early interview being offered.

If you would like further information about this vacancy or wish to have an informal discussion with a member of our leadership team, please contact Claire Tillen on 01427 872121.

Isle Education Trust promotes equality of opportunity and welcomes applications from all sectors of society.

This educational establishment is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts at Isle Education Trust are subject to an Enhanced Disclosure and Barring check.