



BRADFORD ACADEMY

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Application Pack

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Dear Applicant,

Thank you for your interest in working at Bradford Academy.

We are clear in our vision:



At Bradford Academy we believe that by developing responsibility, respect, and resilience we will become a shining light in our community. Our vision underpins everything we do and by living it together we are quickly becoming a school that makes a difference to those we serve.

When you visit us, you will see the impact our passionate and ambitious staff have on child from age 2 years old to 18.

As a Church of England Academy, we believe that a commitment to developing the faith and spirituality of our learners is of vital importance when working at the academy. Our moral purpose guides us to ensure that every learner can be the best they can be spiritually and personally as well as academically. We believe that we make a difference not only within but out in the local community.

We have two internal resourced provisions in our Secondary Phase; one for Physical Disability and one for Autism. We have a provision to support learners in need of additional SEMH support, RESET. We also have a local authority led SEMH provision on site. This reflects our passion for creating a truly inclusive school that reflects society and develops compassionate, understanding children and young people.

Staff who work at Bradford Academy benefit from support, challenge and investment. We understand how valuable our staff team are and strive to give them all the tools they need to excel in their chosen field. We value our staff's wellbeing and believe that Bradford Academy is an exciting and worthwhile place to work.

If you feel you share our vision for improving the lives of young people and have the tenacity, resilience and commitment to be a part of our journey then submit your application or contact us to arrange a visit. We would love to get to know you better.

Yours sincerely

Mrs Mel Saville
Executive Principal

DEPARTMENT	Technology
RESPONSIBLE TO	Head of Technology
WORKING HOURS	37 hours per week
WORKING PATTERN	Term time + 5 days
SALARY	NJC 10 - 13

JOB PURPOSE

To ensure Faculty staff have the equipment and resources they need to provide excellent opportunities for students to learn. To comply at all times with requirements of Health & Safety at Work Act 1974 and school's Health & Safety policy statement.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Headteacher than those contained in this document and may be required to have specific job-related knowledge and skills.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THIS POST (the precise duties will be discussed between the post-holder and the Head of Department for ADT)

TECHNOLOGY Key tasks

- Prepare materials & equipment/resources for practical lessons
- To be able to work one to one/with a designated small group of pupils as per teachers' requests
- To carry out daily visual checks of all machinery/appliances, before being used by students.
- To carry out staff photocopy requests for booklets and resources
- To carry out weekly material/equipment/resource checks, and maintain a record of all equipment checks.
- Establish daily, weekly and termly routines to promote high standards in hygiene and safety in all learning areas. Including weekly cleaning of refrigerators in the food department and a termly deep clean of the food rooms including cookers.
- To ensure a high standard of safety and cleanliness in all learning areas within the department, including maintenance of equipment in accordance with Health & Safety requirements.
- To keep sinks / work tops clean; keep stock rooms and resources / equipment / tool cupboards clean, tidy and in good working order.
- To control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health & Safety, COSHH regulations are adhered to. To maintain all necessary safety signs adjacent to machinery.
- To maintain and monitor stock control, keep accurate stock records.

- To purchase resources as agreed with staff from the faculty budget, including sourcing materials and placing orders as necessary.
- To ensure safe storage of equipment and materials.
- To assist staff in the production and updating of displays within areas linked to the subject.
- To assist in the organisation and preparation of displays for open evenings and other school events.
- To provide technical support to staff and students during lesson time as required.
- To ensure each teaching area is locked and secure when not in use, and all power is turned off where appropriate.
- Maintain equipment and communicate faults/concerns to those who need to know in order for the problem to be solved.
- Undergo any training, which will enhance duties including first aid training.
- Take part in the school's annual review process.
- Carry out such other duties as may be determined by the Head of Department/Subject Leader
- To perform such other duties as the Headteacher may from time to time determine.

GENERAL

- Promote and safeguard the welfare of students you come into contact. Including awareness of life-threatening conditions associated with food.
- Be aware of and comply with all school policies and procedures.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training performance development and other learning activities and as required.
- To perform any other related duty the Headteacher may from time to time deem necessary
- All jobs are subject to change. This job description is to be reviewed annually or at any other mutually convenient time.

PERSON SPECIFICATION

Job Title:	Technology Technician	Salary: NJC 10 - 13 TTO + 5 Days pro rata
Location:	Bradford Academy	

	Essential Criteria
Education and Qualifications	<ul style="list-style-type: none"> • A good basic education to include 5 or more GCSE passes. • Practical/technological experience in a commercial/industrial/educational environment
Knowledge and Understanding	<ul style="list-style-type: none"> • Knowledge of equipment used. • Knowledge of safe working practices and an understanding of Health and Safety issues and practices. • An understanding of equal opportunities with respect to young people in school and adults in the work place. • Good knowledge and understanding of information technology applications.
Skills and Abilities	<ul style="list-style-type: none"> • To liaise and communicate effectively by telephone and in person with staff and pupils. • To instruct, receive and pass information both formally and informally. • To organise and prioritise workloads. • To devise and maintain good recording systems. • To possess sufficient skills in Food Preparation and Nutrition to be able to undertake preparation work for classes and assist in project tasks as requested by teaching staff. • To possess numeric skills to check stock levels and deliveries. • To possess the cash handling skills to undertake basic shopping for materials. • To maintain appropriate working relationships with staff and pupils including confidentiality and flexibility. • To be willing to be involved in professional development and to attend courses to facilitate professional development. • To follow set procedures and to work to guidelines as required. • To undertake the inspection and minor repairs and (where applicable) servicing of equipment. • To work on own initiative and also to be pro-active in identifying jobs to be undertaken to facilitate the effectiveness and efficiency of the team. • To maintain a flexible and calm disposition in a demanding environment. • To carry out tasks accurately and with speed. • To lift and carry equipment. • To systematically process queries/enquiries/resolve difficulties and cope with interruptions. • To liaise with suppliers and external bodies to place and progress orders and resolve queries. • To carry out appropriate clerical and reprographic tasks. ☐ • Ability to work effectively as part of a team and follow instructions from teaching staff. • Good organisational skills and attention to detail.

Attitudes and Values	<ul style="list-style-type: none"> • High expectations of personal performance and of students' success. • Ability to adapt to different situations and show initiative. • Commitment to one's own professional development. • A belief that schools can make a positive difference to the lives of students.
Other	This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure and Barring Service check will be required prior to appointment

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: May 2026

Next review date: May 2028

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

Information for Applicants

Safeguarding

Bradford Academy is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share in this commitment. All successful candidates will be expected to undergo an enhanced DBS check and any offer of employment will be subject to its return plus receiving satisfactory references, children's barred list check and section 128 check (where relevant). Please see our DBS Policy in the Academy Info/Policies area for our policy pertaining to the recruitment of ex-offenders.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

In accordance with Keeping Children Safe in Education the Academy will carry out an online search as part of due diligence on shortlisted applicants. This will be undertaken in accordance with Data Protection Act and the Equality Act.

Health and Safety

Your most important responsibilities as an employee are:

- to take reasonable care of your own health and safety
- to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- not to interfere with or misuse anything that's been provided for your health, safety or welfare
- to report any injuries, strains or illnesses you suffer as a result of doing your job
- to tell your employer if something happens that might affect your ability to work

Mental Health and Wellbeing

As part of supporting the Bradford Academy Community, promote the mental health and wellbeing of others whilst performing your role.

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification

This specification sets out which criteria will be used to shortlist candidates for interview.

Visiting

We welcome informal visits from all Applicants before they apply. If you wish to do so, please contact recruitment@BradfordAcademy.co.uk to arrange an appointment.

Applying

If you decide to apply for this post please complete the enclosed application form. Your formal letter

of application (supporting statement) should be no longer than 2 sides of A4 and should address the selection criteria and competences detailed in the person specification. The Academy must receive a **signed** copy of the form.

Please email to;

recruitment@BradfordAcademy.co.uk

Or

Post to HR, Bradford Academy, Teasdale Street, Bradford, BD4 7QJ.

Interviews

Shortlisted candidates will be contacted within two weeks of the closing date.