

Role: **Technology Technician**

Location: **Bramcote College, Moor Lane, Bramcote, Nottingham, NG9 3GA**

Salary/Grade: **NJC Grade 2, Point 4 - £25,185 FTE**

Hours: **26 hours a week (6.5 Hours a day) – Monday, Tuesday, Thursday & Fridays**

GENERAL INFORMATION

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

PURPOSE OF THE POST

The postholder will support the delivery of high-quality teaching and learning across the Design & Technology department with responsibility for Textiles, Food Technology. This includes preparing materials, maintaining equipment, ensuring safe and hygienic working environments, and assisting staff and students during practical lessons. Responsibilities include the preparation of materials and resources, maintenance of tools and equipment, ensuring compliance with health and safety and food hygiene standards, and supporting staff and students during practical sessions to facilitate effective teaching and learning. Previous experience of working in a school and possession of a current Food Safety and Hygiene Certificate would be advantageous but are not essential as full training will be given. The postholder should show a commitment to the aims, policies, and ethos of the Trust and strive to maintain these through personal conduct and effective relationships with colleagues and pupils. The postholder will also be required to support in other subjects as directed.

KEY AREAS:

- Liaise with relevant staff to ensure that preparations for practical activities are in place and that sufficient and appropriate resources are ready in good time.
- Set up equipment in the Technology classrooms and clear away after activities.
- Prepare ingredients and other resources for lessons.
- Keep an updated inventory of ingredients and equipment.
- Order equipment, ingredients and materials as necessary.
- Assist pupils with practical activities during Technology lessons.
- Carry out administrative tasks as directed by the Curriculum Lead / class teacher.
- Ensure Health and Safety regulations are adhered to at all times.
- Maintain the Food Technology rooms in terms of hygiene, checking that surfaces and equipment are clean and that the temperature of fridges and freezers are within the permitted ranges.
- Report items for repair or removal.
- Keep displays in rooms up to date and tidy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Take a flexible approach to tasks allocated in order to ensure appropriate support for SEND pupils.

HEALTH AND SAFETY:

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety, and Welfare.

CONTINUING PROFESSIONAL DEVELOPMENT

- Undertake any professional development necessary as identified by the Curriculum Leader and in line with the School Development Plan.
- Be actively engaged in professional development through an annual Professional Growth Plan.
- Participate in appropriate in-service education programmes.

HEALTH AND SAFETY:

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions, including Safeguarding procedures.
- Co-operate with the Trust on all issues to do with Health, Safety, and Welfare.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.