

## **JOB DESCRIPTION**

**Job Title:** School Technician- Food Technology & Art

**School:** Rivington & Blackrod high School

**Grade:** Grade C SCP 4- SCP 6

**Reports to:** Head of Department/ Operations Manager

**Line management responsibility:** NA

### **Main purpose of the job:**

Reporting to each respective 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 and Art curriculum which involves both GCSE, and all post 16 qualifications. The post holder will be required to work across both Food Technology and Art departments.

### **Key duties and responsibilities**

#### **Principal Responsibilities**

To provide general support to staff and students, to ensure the smooth operation of each department, including the ordering, preparation and cleaning of materials, equipment and resources for the departments and providing practical support in the classroom to teachers and students when required.

To ensure the health and safety of students at all times in the classroom environment.

#### **Main Duties**

- 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.
- Prepare, operate and setup equipment and materials required for demonstrations and class practical work. (This will include the preparation of class sets of equipment, weighing ingredients, etc.)
- Support for the curriculum (i.e. printing of student's work/provision of displays etc.) as and when required. General administration within the faculty including photocopying, printing, display, taking photographs of student work, etc.
- Undertake stock control and inventory checks as appropriate including the upkeep of appropriate records and filing systems, using computerised systems where necessary.
- To provide demonstrations for students within the classroom and to assist teachers in the monitoring of students during practical lessons.
- Assist with the supervision of students out of lesson times e.g. extra-curricular activities.
- To compile orders and liaise 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 good levels of communication with the ICT team, immediately reporting any ICT issues or damage to equipment to aid a fast and efficient response.
- To undertake a variety of cleaning duties in office, store cupboards, practical rooms and classrooms. Deep cleaning of practical rooms as required.
- To keep stock rooms and office area tidy and well organised.
- Any other duties commensurate with the post.
- 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.
- The base school for this role is Rivington & Blackrod High School, however you may be asked to carry out work at any School within the Leverhulme Academy Trust.

### **Health and Safety**

- To ensure the maintenance of a healthy and safe working environment through:
  - o Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources including carrying out electrical and other safety checks.
  - o Keeping up to date with current procedures and practices through continuing professional development
  - o 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
  - o Assisting in practical classes and carrying out demonstrations
  - o The healthy and safe storage and accessibility of equipment and materials
- Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard. Reporting issues where necessary.
- Operation of equipment in accordance with instructions.
- To undertake Emergency First Aid at Work training
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced criminal records bureau disclosure. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

## PERSON SPECIFICATION

### Job Title: School Technician- Technology

Qualifications and training	Essential	Desirable
Level 2 or higher in English/Literacy & Maths		✓
A knowledge and interest in Food technology		✓
A knowledge and interest in Art and Photography		✓

Experience, knowledge, and skills	Essential	Desirable
Experience of budget/ stock management		✓
Experience working in a technology department within an educational setting		✓
Resilience, the ability to work under pressure and be able to meet deadlines	✓	
Proven ability to prioritise workloads	✓	
Ability to work collaboratively with colleagues to carry out the role effectively, knowing when to seek help and advice	✓	
Relevant First aid knowledge		✓
Willingness to participate in relevant training and development opportunities	✓	

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	✓	
Ability to work effectively and supportively within a team	✓	
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	✓	
Openminded, self-evaluative and adaptable to changing circumstances and new ideas	✓	
Willingness to be involved in the wider life of the Academy	✓	

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		✓

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