

The Littlehampton Academy

Job Description - Support Staff



Multi-Skilled Technician

Work Pattern	Monday – Friday 8am - 3:30pm (35 hours per week), 39 weeks per year.
Reporting to	FBP and Head of Operations
Grade	NJC Grade E: £27,694 - £29,540 FTE (£23,910 - £25,331 pro-rata)e.g. Grade D (4 spine points)

Role Context and Purpose:

The primary purpose of this role is to facilitate high-impact learning by removing the technical barriers to practical education. The technician acts as the bridge between the theoretical lesson plan and the physical execution, ensuring all materials, tools, and safety protocols are in place before students enter the room. The role is vital for maintaining departmental health and safety standards, managing specialised resources, and providing technical demonstrations that enhance the students' understanding of practical techniques and industrial processes.

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Main Duties and Responsibilities:

This is a description of the main duties and responsibilities of the post at the date of production and may change over time as requirements and circumstances change. **These responsibilities are not exhaustive and the post-holder is expected to carry out any other related reasonable duties commensurate with their skills, abilities and grade.**

Curriculum and Lesson Preparation

- **Experiment and Project Setup:** Prepare, calibrate, and deliver equipment and materials for Science practicals (Biology, Chemistry, Physics), Design and Technology or Art lessons, Sport lessons and Food and Nutrition lessons.

- **Demonstration Support:** Assist teachers during live demonstrations, providing technical "extra hands" or specialised knowledge to ensure complex tasks are shown clearly and safely.
- **Resource Innovation:** Collaborate with teaching staff to develop new practical models or adapt existing experiments to better suit the current curriculum or student needs.

Specialised Departmental Maintenance

- **Machinery and Tool Upkeep:** Perform routine maintenance and safety checks on workshop machinery (lathes, pillar drills, saws) and CAD/CAM equipment (3D printers, laser cutters).
- **Chemical and Material Management:** Maintain the Science and Food tech prep rooms, including the accurate dilution of chemicals, sterilisation of glassware, and management of biological specimens. Maintain appropriate level of ingredients for food tech and ensure all health and hygiene standards are met.

Health, Safety, and Student Supervision

- **Student Safety Oversight:** Monitor student safety during practical sessions to ensure the correct use of Personal Protective Equipment (PPE) and adherence to workshop/lab safety rules and support teaching staff in managing high expectations of student behaviour.
- **COSHH and Risk Management:** Maintain rigorous records for COSHH (Control of Substances Hazardous to Health) and ensure all CLEAPSS (or equivalent) safety guidelines as well as the Academy's risk assessments and procedures are strictly followed.
- **Technical Guidance:** Provide direct 1:1 or small-group guidance to students on technical processes, such as soldering, measuring, or chemical handling.

Administrative and Logistical Support

- **Procurement:** Manage the departmental budget for consumables, ensuring that timber, metals, chemicals, ingredients, and stationery are ordered and restocked to avoid lesson disruption.
- **Display and Exhibition:** Assist in the mounting and display of student work for GCSE/A-Level moderation and school exhibitions.
- **Waste Disposal:** Oversee the safe and legal disposal of hazardous waste, including "sharps," chemical residues, and scrap materials.

This job description will be reviewed regularly and any changes will be made in consultation with the post-holder.

Additional Expectations

All staff are expected to

- promote the Woodard Christian ethos that embraces all faiths and none
- take responsibility for their own professional development and support that of colleagues where appropriate
- engage in the academy appraisal process and support colleagues in achieving their own targets where appropriate
- have regard to guidance on keeping children safe in education
- follow Trust policy and procedures
- observe health and safety requirements and play their part in ensuring a safe working environment

Safeguarding Statement

The Littlehampton Academy is committed to safeguarding and to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance on appointment.

Equality and Diversity

The Littlehampton Academy is committed to equality of opportunity and applications from all sections of the community are welcomed.

The Littlehampton Academy Person Specification	
Multi-Skilled Technician	

A = Application R = Reference I = Interview or assessment E = Essential D = Desirable

A	Qualifications	E or D	Assessed via
1	<i>Good general education to at least level 3</i>	<i>E</i>	<i>A</i>
2	<i>Qualifications relevant to the role</i>	<i>E</i>	<i>A</i>
B	Experience and knowledge	E or D	Assessed via
1	Knowledge relevant to the job	<i>E</i>	<i>A/I/R</i>
2	An understanding of the principles of KCSIE	<i>E</i>	<i>I</i>
3	<i>Experience of working in an educational setting</i>	<i>D</i>	<i>A</i>
C	Skills and abilities	E or D	Assessed via
1	<i>Good numeracy and literacy skills</i>	<i>E</i>	<i>A/I</i>

2	<i>Good IT skills in software relevant to the position</i>	E	A/I/R
3	Ability to work on own initiative, organise work with minimal supervision and meet deadlines	E	I/R
4	Ability to communicate, both in writing and orally, at an appropriate level	E	I/R
D	Motivation	E or D	Assessed via
1	Commitment to ensuring the health, safety and wellbeing of all children and young people	E	I/R
2	Appropriately motivated to work with children and young people and to build and maintain appropriate relationships	E	I/R
3	Committed to optimum performance and continuing professional development	E	I/R
4	Commitment to the ethos and values of the academy	E	I
E	Personal qualities	E or D	Assessed via
1	Reliability	E	R
2	Emotional resilience appropriate to role	E	R
3	Ability to establish good working relationships	E	R
4	Appropriate attitudes to authority and maintenance of discipline	E	R
5	Strong team ethic - prepared to cover colleagues if needed	E	R
6	Prepared to work outside normal hours on occasion	D	R