



JOB DESCRIPTION

ADT Technician

REPORTS TO:	Head of Department
PAYSCALE:	Band 4 (point 19) (£Actual Salary £30,832.22)
LOCATION	Royal Docks Academy
TERMS:	37 hours per week, 39 weeks Term time plus inset days only
CONTRACT:	Full Time, Fixed Term

PURPOSE OF THE JOB

- To provide support to ADT Teaching staff (Design and Technology including Food and Music when required), particularly with the preparation and cleaning/clearing of lesson materials and maintenance of equipment within DT rooms.
- To have knowledge and skills within Textiles, Resistant Materials and basic knowledge of Food preparation

Key to the position is adopting a proactive approach to achieving a positive, engaging, promotional and relationship building role with all staff.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

PARTICULAR DUTIES

- To ensure the efficient preparation and organisation of lesson materials as required by teaching staff.
- To support teaching staff and students during lessons where required and as directed by HOD.
- To prepare display for Parents' Evenings and clear away after.
- To be available at specific times in the year to document students' work by taking photographs as and when appropriate.
- To maintain and repair tools, equipment and machinery as required.
- To conduct termly audits of stock and to keep an accurate record of replenishing stock.
- To work alongside students in preparing materials for examination coursework under the direction of teaching staff as required.
- To prepare resources for theory lessons and cover (eg photocopying, laminating).
- To ensure the application of Health & Safety procedures and to raise awareness of Health and Safety issues in relation to the workshop with visible display in all classrooms.
- Maintain a safe and clean working environment.
- To attend relevant first aid training.
- To conduct risk assessments in the food room.
- To maintain high standards of health and hygiene in the food room.
- To keep and place accurate records of orders with the finance team and ensure that they are accounted for by liaison with the HOD.
- To undertake administrative and clerical tasks relating to the subject area.
- To manage safe storage of students' work in the department, particularly in respect to exam work of students.
- To provide Curriculum support to the ADT faculty when required by the HOD
- To undertake any necessary training commensurate with the post in particular the use of machinery.
- To comply with individual responsibilities in accordance with the role for H&S in the workplace, and raise awareness among staff, students.
- To be flexible and assist with other duties as and when required by HOD.

Supporting the School

To fully implement all school procedures and policies.

To participate in staff training days and external courses as may be required by the needs of the post and as identified by the Headteacher.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Other specific duties

- To continue personal development as agreed
- To actively engage in the performance review process
- To undertake any other duty as specified by the Headteacher not mentioned above
- To comply with the schools Health & Safety policy and undertake risk assessments as appropriate

- To be aware of and work in accordance with the school's child protection policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty

Safeguarding Children

BMAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of BMAT and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

The duties above are neither exclusive nor exhaustive and the post-holder may be required to carry out appropriate duties within the context of the job, skills and grade.

General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification – ADT Technician			
		Essential	Desirable
Qualifications and documentation	1. A relevant qualification in food technology, catering, or a related field (e.g., NVQ, BTEC, or equivalent experience). 2. Previous experience working in a food technology environment, school, or catering setting. 3. Knowledge of food hygiene and safety regulations. 4. First Aid qualification.	✓ ✓ ✓ ✓	
Experience	1. Experience in maintaining and using food technology equipment. 2. Successful recent experience working with children in a school environment 3. Experience of DT Machinery	✓	✓ ✓
Skills and Knowledge	1. Strong understanding of food preparation techniques and ingredients. 2. Knowledge of health and safety regulations in a food environment. 3. Ability to safely operate and maintain food technology equipment. 4. Basic IT skills, including familiarity with stock management systems. 5. Ability to follow recipes and support students in food preparation tasks. 6. Knowledge of food allergies and dietary requirements. 7. Familiarity with inventory and ordering procedures. 8. Experience in supporting practical lessons in an educational environment.	✓ ✓ ✓ ✓	✓ ✓ ✓
Personal Attributes	1. Good organisational and time-management skills. 2. Ability to work independently and as part of a team. 3. Effective communication and interpersonal skills to support staff and students. 4. A proactive and adaptable approach to work. 5. Willingness to undertake training and professional development. 6. Enthusiasm for food technology and education. 7. Ability to inspire and engage students in food design and preparation. 8. Willingness to contribute to extracurricular activities related to food technology.	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓