

Job Title:	Technology Technician
Reports to:	Subject Leader – DT
Line Management of:	None
Salary Grade:	TD10-TD14
Hours:	37 hours per week 45 weeks per annum (term time plus 1 week) (08:00 – 16:00)

Core Purpose

To support the needs of the Art, Design Technology and ICT department, with a particular focus on preventatively maintaining and servicing IT-related equipment (including PCs, CAD/CAM machines, iPads and digital cameras).

Key Responsibilities

- Be a member of the Art, Design Art, Design Technology and ICT department and have responsibility for specific areas of provision
- Provide support as and when needed within the classroom, particularly when classes are large or specialist support is required.
- Service Art, Design Technology and ICT classrooms with the provision of materials, demonstration equipment, books, paper and other equipment, and clearing away in a timely manner
- Be responsible as part of the Art, Design Technology and ICT team for maintaining preparation areas, machinery and equipment and making safety checks, ensuring limited down-time of machines
- Comply with standard risk assessments, Health & Safety Regulations and Codes of Practice for the safety of staff and students
- Manage the control of stock items and other Department resources, ensuring that ordering is undertaken promptly and appropriately as necessary, under the budgetary control of the subject leader
- Work flexibly as part of a team in order to provide a high quality service meeting the needs of Art, Design Technology and ICT lessons, and teachers delivering those lessons
- Maintain effective relationships with colleagues across all areas of the department and wider Academy
- To be personally committed to a philosophy of continuous improvement in relation to whole school policy as well as in all team roles and areas of personal responsibility
- Promote and safeguard the welfare of all children and young people with whom contact is made in a professional context (within or outside of the Academy)

General Responsibilities:

- Take on any additional responsibilities which might from time to time be reasonably determined
- Create and maintain positive and supportive relationships with staff, parents, business, community and other partners including the board
- To engage with appropriate training opportunities to promote professional effectiveness in this role
- To promote a flexible approach to meet the changing needs of the Academy.

- To ensure that teaching and other staff receive adequate support to meet educational and operational objectives

Academy Responsibilities

In addition to the specific responsibilities of this post, every member of staff at the Academy will commit to:

- Using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- Working to maintain the Academy at the forefront of educational practice
- Fostering and sustaining a culture of leadership and creativity within all aspects of the Academy's operation
- Promote the safeguarding of all students

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Person Specification

Art, Design Technology and ICT Technician

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications	<ul style="list-style-type: none"> • Have a practical background, with appropriate licences/qualifications • A good standard of literacy and numeracy skills (no specific qualification required) • Willingness to participate in any training and development opportunities offered by the Academy 	<ul style="list-style-type: none"> • Completed apprenticeship or similar practical experience •
Knowledge and Understanding	<ul style="list-style-type: none"> • Understanding of the needs of a department delivering practical subjects in a busy Academy • A good knowledge of Health & Safety and how that relates to a practical school environment • Understanding of good customer care practices and how they relate to working with students, staff, parents, visitors and other contacts internal and external to the Academy 	
Experience	<ul style="list-style-type: none"> • Experience of working with a variety of practical materials and associated equipment • Experience of ordering materials and record keeping/stock control/auditing • Experience of dealing with a wide variety of people in a fast-paced, customer-focused environment 	<ul style="list-style-type: none"> • Experience of working in a school environment
Skills & Abilities	<ul style="list-style-type: none"> • Ability to use own initiative to prioritise and organise conflicting ongoing and immediate demands in a pressurised environment • Effective oral and written communication skills • Good ICT skills, and the ability to use a range of ICT packages, including Microsoft Office suite and any design based experience (CAD/CAM) 	<ul style="list-style-type: none"> • Ability to adapt to change and the introduction of new working practices

	<ul style="list-style-type: none"> • Ability to work as part of a team and build effective relationships with colleagues across the Academy • Ability to relate to young people and to establish and maintain appropriate boundaries with students of all ages • Ability to work without direct supervision and to use own initiative to solve problems • Ability to lift and carry relevant materials 	
<p>Personal Commitment</p>	<p>Commitment to:</p> <ul style="list-style-type: none"> • safeguarding and promoting the welfare and rights of young people • and acceptance of the principles underlying equal opportunities and diversity • maintaining confidentiality on all school matters • own performance management and to continued, relevant professional development 	