



**North East
Learning Trust**

General Technician
The Academy at Shotton Hall
Applicant information pack

General Technician

Required as soon as possible

Salary: Scale 3 Term Time only APT & C £17,273 - £18,697

We are looking for an enthusiastic, self-motivated technician to provide effective organisational support of work within our Science, Technology and Art departments

The successful candidate will:

- Prepare materials for lessons
- Set up practical materials and work
- Maintain a clean and safe working environment
- Order materials
- Prepare displays
- Assist classroom teacher during practical lessons

Deadline:

Monday 18th October 2021

Shortlisting will take place on 18th October with interviews taking place week commencing 19th October 2021.

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to Debra.livingston@shottonhallacademy.co.uk or by post to Debra Livingston, Head of Administrative Services, The Academy at Shotton Hall, Passfield Way, Peterlee Co. Durham SR8 1AU

Job description

Post title: General Technician
Responsible to: Head of Department
Responsible for: Supporting work in Science, Technology and Art departments
Salary Band: Grade 3 points 7 – 11 £17,273 – £18,697 (Term Time Only)

Job Purpose:

The roll of the technician is to support safe and secure learning and teaching using technical skills, knowledge and expertise and specific health and safety know how.

Duties and Responsibilities:

1. To prepare, test, trial organize and deploy:
 - Materials and resources
 - Tools, equipment, plant and apparatus
 - Experiments and demonstration
 - To support learning and teaching.
2. To assist teachers, other technicians or other school staff with technical aspects which support learning and teaching
3. To prepare relevant teaching and learning facilities and to ensure that such facilities are safe and secure for use by students and teachers.
4. To carry out an agreed programme of scheduled routine maintenance to tools, equipment, systems and procedures and carry out ad hoc minor repairs.
5. To carry out the regular audit and maintain an up-to-date inventory using the agreed recording procedures of the school.
6. To take appropriate action to identify, evaluate and minimize any risks to health and safety and security in the immediate working environment
7. To carry out an agreed scheduled and recorded programme of safety checks on resources, equipment and materials – reporting issues to line manager where relevant.
8. To clean up specialist tools, equipment, materials and resources and to make sure that teaching and learning facilities are clean and safe for use. To dispose of waste safely. Safely clean up materials and equipment and implement agreed procedures covering materials and resources, plant and equipment etc.
9. To be responsible for the storage and security of resources, tools, materials and consumables, their ordering and purchase in accordance with the financial procedures of the school and for ensuring that adequate supplies are maintained in conjunction with head of department.

10. To be responsible for receipt and delivery of resources, tools materials, equipment and consumable and for their safe movement around the facilities of the school.
11. To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school in the day to day operation of the job.
12. To complete any school-based induction and training required.

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and Mathematics 	<ul style="list-style-type: none"> Further/higher education / NVQ or equivalent qualification in a relevant discipline. GCSE Science
Experience	Experience of working in a relevant discipline within a similar environment	<ul style="list-style-type: none"> Experience of working in a school or similar establishment. Experience of working with children/young people
Aptitude and skills	<ul style="list-style-type: none"> Ability to build and form good relationships with students and colleagues. Ability to work constructively as part of a team, understanding school roles and responsibilities including own. Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals Good standard of numeracy and literacy skills Ability to absorb and understand a wide range of information Ability to operate a range of ICT equipment and other specialist resources Ability to proficiently use computer software including word processing, spreadsheet, database and internet systems 	Working knowledge of relevant policies, procedures, regulations/legislation e.g. health and safety and COSHH.

Personal qualities	<ul style="list-style-type: none"> • Initiative and ability to prioritise one's own work and make informed decisions. • Able to follow direction and work in collaboration with line manager. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. <p>Commitment to the school's ethos, aims and its whole community</p>	
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References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.