



Design and Technology Technician
Hermitage Academy
Applicant information pack

Design and Technology Technician

Required September 2022

37 Hours per week

Term Time only + 5 days additional days

Salary Grade 2 SCP4-SCP6

£19,264 - £20,043 (FTE) £16,997 - £17,685 (Actual)

Part time working is available.

Hermitage Academy is a part of the North East Learning Trust and are seeking to appoint a Design and Technology Technician to join our dedicated team.

This appointment will be based in Hermitage Academy where we have an exciting opportunity for you to join a school that has undergone real change and is on a strong, upward trajectory.

The successful candidate will play a key part in our professional teams by working with our teachers to support learning activities by providing technical assistance, preparation and maintenance of teaching areas and equipment for our students.

Hermitage Academy is a mixed 11-16 comprehensive school with a rapidly growing sixth form with over 1000 students from Chester-le-Street and the surrounding areas.

Our vision is simple and is shared by all schools across the North East Learning Trust family. It is that every child experience excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

The successful candidate will:

- Have experience of working or training in working as a technician in technology
- Have excellent IT skills.
- Be proactive and self-motivated.
- Have a flexible approach to work.

Deadline:

Closing date: 24th June 2022 at 12 noon

Interviews will take place week commencing 27th June 2022.

How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to Samantha.lish@hermitageacademy.co.uk or by post to Samantha Lish, Support Services Manager, Walldridge Lane, Chester le Street, Durham. Please do not submit a CV unless it is to complement your application form.

Job description

Post title: Design and Technology Technician
Responsible to: Head of Technology and Head of Art
Responsible for: Supporting student learning by providing technical assistance
Salary Band: Grade 2 SCP4-SCP6

Job Purpose:

To work with teachers as part of a professional team to support learning activities by providing technical assistance, preparation and maintenance of teaching areas and equipment for pupils.

Duties and Responsibilities:

- To plan, prepare and set up specific resources/materials/equipment for lessons,
- To assist the teacher with learning activities ensuring health and safety and the good behaviour of pupil.
- To develop, prepare and maintain specialist resources, using specialist machinery and equipment as required
- To ensure the safe and secure storage of allocated resources/materials/equipment to prevent unauthorised access / misuse
- To clean and undertake maintenance of equipment as needed to ensure it is clean and in good working order
- To contribute to planning and development of systems, policies and procedures for their technical area
- To ensure the safe treatment and disposal of used materials
- To support the Head of Departments with the day-to-day administration relating to equipment and the inventory and ordering of materials.
- Order and maintain resources within an agreed budget
- Demonstrate the use of equipment to technical and other staff to ensure compliance and regulations are followed correctly

General

- Participate in the department and whole school CPD as required, including further training with regards to use of specialist equipment.
- To make a positive contribution to the community of the school.

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"> GCSE Grade 4+ in English and mathematics or equivalent 	<ul style="list-style-type: none"> First Aid certificate
Experience	<ul style="list-style-type: none"> Experience or training in working as a technician in technology Working knowledge of appropriate use of specialist equipment Experience of working with a range of procedures for preparation and maintenance of materials and equipment in a Technology / Art environment Knowledge of food hygiene 	<ul style="list-style-type: none"> Experience of working with secondary age pupils
Aptitude and skills	<ul style="list-style-type: none"> Excellent communication skills with the ability to interact with both staff and students Excellent planning and organisational skills Ability to work on own initiative Ability to be a good team player Excellent IT 	<ul style="list-style-type: none"> Knowledge of ordering systems
Personal qualities	<ul style="list-style-type: none"> Flexible approach to work Reliable and conscientious Willingness to undertake further training with regards to use of specialist equipment to ensure compliance with regulations. Ability to maintain high levels of confidentiality 	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

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.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

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.

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