



Design & Technology Technician

Required to work 30 hours per week 39 weeks per year

Do you want to make an impact in a Multi-Academy Trust that is moving forward with exciting times ahead?

We are seeking to appoint an enthusiastic, suitably qualified and experienced Design & Technology Technician.

QEGSMAT is a newly formed Multi Academy Trust. The Trust's vision is to 'Question, Explore; Give; Succeed' and our exceptional staff, strong leadership and motivated children and young people, as well as excellent facilities, provide the successful formula for this.

The City of Derby Academy has been re-brokered from another Trust and we are delighted to welcome CODA into the QEGSMAT. This is an exciting time to join both the Academy and the Trust.

We offer candidates:

- Support, mentoring and professional learning appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has excellent transport and enjoys state of the art resources.

QEGSMAT believes in delivering world-class results as we combine the heritage and tradition of the City of Derby Academy with creativity and innovation within this a culturally diverse academy.

We're committed to providing first-rate training and development to all of our staff, as well as excellent career advancement opportunities within this evolving Trust. You will find high expectations here too; we expect the kind of exemplary conduct from students that allows our staff to do their jobs as effectively as they can.

In this post, you will play an instrumental role in setting up this brand new academy, developing whole-school systems and ensuring that the school provides the highest quality education and support to all our young people.

You will be working with a team committed to embedding excellence in everything we do.

QEGSMAT is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults. Appointment is subject to a clear DBS check to an enhanced level.

If you would like to be part of this exciting new project, please visit www.egsmat.com where you will also find the job description and application forms. Alternately, you can contact us at hr@egsmat.com.

Closing date for applications: Friday 24th November 2017

Interview date: Friday 1st December 2017

Salary: Scale 3 - 16,201-17,340 (pro-rata £11,170 - £11,955)

Start date: January 2018



JOB DESCRIPTION

Post title: Design & Technology Technician

To support the practical work for teaching in the academy, including assistance to teachers and pupils where appropriate.

Reporting to: Head of Department

MAIN (CORE DUTIES)

Preparing equipment and materials, including hand-outs, required for demonstrations and for practical work to support lessons.

Setting up and testing demonstration experiments and ensuring that they will work satisfactorily.

Assisting pupils and teaching staff with classroom practical's and demonstrations.

Cleaning of apparatus (e.g. Machinery) used by teaching staff, and by pupils if it is difficult or dangerous.

Maintaining apparatus and equipment in good working order, advising any improvements which can be made in this respect and reporting equipment for repair if outside the capabilities of the Technician.

Construction / preparation / modification of simple teaching aids.

Inspection, maintenance and correct use of safety equipment.

Operating an efficient system for stocking, storing, transporting and distributing all items used within the Academy.

Operating documentation systems (cataloguing, filing, worksheets, etc).

Maintaining a good stock of necessary materials and operating and administering stock control and ordering procedures, preparation of requisitions (orders), obtaining quotations, checking deliveries and co-ordinating common stock between sections.

Familiarising him/herself with all relevant Health and Safety procedures and legislation.

Developing working practices, in line with Academy policy and practice, to safeguard the Health and Safety of all staff and pupils in authorised Academy activities, both on the Academy premises and elsewhere, including the maintenance of legal chemical records (COSHH).

Participating in the Academy performance and review programme including job related training.

Any other duties deemed to be appropriate to the role.

Participation in arrangements for further job specific training and development for technicians.

All adults employed by the Academy are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.

PERSON SPECIFICATION

Technician Essential	Desirable	How Assessed
Qualifications:		
Educated to at least GCSE level in English, Science and Mathematics	✓	Application form
Other qualifications relevant to role	✓	Application form
Experience:		
Knowledge of Health & Safety legislation as it relates to the work of a school	✓	Application form; at interview and reference
Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals	✓	Application form; at interview and reference
Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools	✓	Application form; at interview and reference
Background in a Technology environment	✓	Application form; at interview and reference
Personal and Professional Skills and Attributes:		
Ability to carry out risk assessments	✓	Application form and at interview
Ability to design, develop and maintain specialist resources	✓	Application form and at interview
Ability to prepare equipment and materials for lessons, as requested by the teaching staff	✓	Application form and at interview
Highly motivated and enthusiastic	✓	Application form and at interview
High professional standards	✓	Application form and at interview
Ability to effectively direct the work of a team	✓	Application form and at interview
Ability to offer professional guidance and assistance to students and teachers on the practical aspects of the curriculum	✓	Application form and at interview
Ability to maintain a range of tools and equipment	✓	Application form and at interview
Ability to work effectively as a member of a team	✓	Application form and at interview
High quality organisational skills	✓	Application form and at interview
Ability to work in an organised and methodical manner	✓	Application form and at interview
Ability to establish positive relationships with pupils	✓	Application form and at interview