

Job Description

Post Title: Create Department Technician (Maternity Cover)

Grade: 3.17 paid pro-rata

Hours of Duty: 25h/w

Directly Responsible to: Head of Create Department

Directly Responsible for: N/A

Key References: [Academy Equality Policy](#) [Safeguarding Policy](#) [Staff Recruitment Policy](#)

Core Purpose and Accountability

The technician for Create will support the subject areas within the department to ensure the smooth day-to-day delivery of lessons. They must be able to work well as a team but be able to plan their own work accordingly in an independent manner, whilst taking into consideration Health and Safety as a priority.

Key Responsibilities and Tasks

1. Academy Ethos

- 1.1 To fully support the Academy's vision and values;
- 1.2 To ensure that Ormiston Endeavour Academy and Ormiston Academies Trust is always presented positively within and beyond the academy;
- 1.3 To carry out any duties as reasonably directed by the Principal;
- 1.4 To participate in the academy's policy of appraisal and demonstrate a commitment to your own professional development;
- 1.5 To promote teamwork and motivate staff to ensure effective working relations;
- 1.6 To assist the Principal in shaping the direction of the academy and setting high expectations at all times;
- 1.7 To support the Academy targets relating to behaviour and attendance;
- 1.8 To rigorously adhere to the Academy's [safeguarding procedures](#).

2. Health and Safety

- 2.1 To ensure the classrooms are clean and tidy in readiness for the lessons taking place every day;
- 2.2 To be prepared to undertake first aid duties after receiving the relevant training and maintain the first aid boxes in the department;
- 2.3 To maintain and make small repairs of machinery, tools and other equipment; reporting

any bigger maintenance and repair requirements to existing contractors;

- 2.4 To make regular safety checks through visual inspection and report any issues to the Head of Department;
- 2.5 To attend lessons as required to assist students in complying with safe working practises during practical work;
- 2.6 To ensure equipment is properly stored at the end of the day;
- 2.7 To dispose of any unwanted items in line with health and safety regulations;
- 2.8 To learn how to handle the specialist equipment, ensuring health and safety compliance;
- 2.9 To complete the hygiene checks of work areas and clean white goods when necessary, including the required annual deep cleaning requirements;
- 2.10 To complete the online food hygiene course with certification.

3. Planning

- 3.1 To make day-to-day decisions about own workload and know how to prioritise effectively;
- 3.2 To prepare required resources for lessons at the beginning of the day and help with the tidying away at the end of the day;
- 3.3 To monitor stock levels and assess requirements in advance to ensure all lessons have the necessary equipment;
- 3.4 To liaise with the Head of Department over budgeting
- 3.5 To create wall displays which includes the collation and posting of GCSE work for moderators.

This is not a comprehensive list of all tasks that may be required of the postholder. They will be reviewed at regular intervals and are subject to change as the needs of the academy evolve.

PERSON SPECIFICATION

| Criteria | Essential to basic performance of job | Required for fully competent performance of job |
|--|--|--|
| Knowledge: | | |
| Technical or specialist | <ul style="list-style-type: none"> Broad understanding of work areas and equipment. Practical knowledge required for setting up and use of equipment. | |
| Literacy and numeracy | <ul style="list-style-type: none"> Able to read and follow policies and procedures. | <ul style="list-style-type: none"> Able to maintain basic records e.g. stock levels. |
| Organisational | | <ul style="list-style-type: none"> Knowledge of the school's procedures specific to work environment. |
| Knowledge & use of equipment | <ul style="list-style-type: none"> Able to construct and, if appropriate, operate DT apparatus and equipment. | |
| Mental Skills: | | |
| Research | | <ul style="list-style-type: none"> Able to undertake basic research, e.g. identify cost of a new piece of equipment and report back to supervisor |
| Problem solving | <ul style="list-style-type: none"> Able to diagnose and carry out straightforward repairs to equipment, recognising when to refer to manager for further repair or replacement. | |
| Thinking creatively / Developing new ideas | <ul style="list-style-type: none"> Able to assist in producing displays of pupils' work. Able to assist in the construction of equipment to aid pupils' learning. | |

| Criteria | Essential to basic performance of job | Required for fully competent performance of job |
|----------------|---|---|
| Planning ahead | <ul style="list-style-type: none"> Day to day planning – ensure deadlines are met, e.g. ensuring equipment / apparatus is set up for start of lessons. | |

Interpersonal & Communications Skills:

| | | |
|---|--|--|
| Training and / or presentation skills | <ul style="list-style-type: none"> Able to assist with induction training of new technical staff. | |
| Advising / guiding skills | <ul style="list-style-type: none"> Able to provide accurate advice to staff / pupils in area of work. | |
| Verbal and written communications skills (including use of languages) | <ul style="list-style-type: none"> Able to communicate mostly straightforward information to pupils, colleagues and other staff. Able to maintain basic records. Able to contribute to technical meetings, if required. | |

Physical skills:

| | | |
|--------------------------------|--|--|
| Keyboard skills / use of mouse | <ul style="list-style-type: none"> Able to use keyboard and mouse as necessary. | |
| Other manual skills | <ul style="list-style-type: none"> Able to set up appropriate equipment to support lesson | |

Other attributes:

| | | |
|-------------------|---|--|
| Level of autonomy | <ul style="list-style-type: none"> Duties carried out mostly under direct supervision. | |
|-------------------|---|--|

EVALUATION NOTES

KNOWLEDGE

- Practical knowledge of subject area and a range of subject equipment and materials in order to assemble and if necessary operate equipment / apparatus.
- Knowledge of relevant health and safety procedures can be gained in post.

MENTAL SKILLS

- Ability to ensure that equipment / materials are available and assembled for use by teaching staff and pupils in time for start of lessons.

INTERPERSONAL AND COMMUNICATIONS

- Ability to communicate with pupils of all abilities.
- Ability to demonstrate the use of tools and equipment to pupils, under the direction of the teacher.

PHYSICAL SKILLS

- Dexterity required for setting up of equipment / apparatus or collating materials.

INITIATIVE AND INDEPENDENCE

- Post holder is required to carry out mostly routine tasks, usually with supervision available.
- Little close supervision is necessary, due to the nature of the work.

PHYSICAL DEMANDS

- General manual handling of materials and supplies – assistance is available for movement of heavy items.

MENTAL DEMANDS

- Must be able to concentrate when constructing equipment / apparatus and preparing necessary materials as requested by teaching staff.
- General awareness required if supporting a lesson

EMOTIONAL DEMANDS

- Minimal exposure to emotional demands

RESPONSIBILITY FOR PEOPLE

- Shared responsibility with teaching staff when advising and supporting pupils during practical lessons.

RESPONSIBILITY FOR SUPERVISION (EMPLOYEES)

- May be required to demonstrate tasks to new colleagues

RESPONSIBILITY FOR FINANCIAL RESOURCES

- May be required to keep straightforward financial records.

RESPONSIBILITY FOR PHYSICAL RESOURCES

- Shared responsibility for setting up and dismantling sometimes expensive equipment.

WORKING CONDITIONS

- Post holder works within school complex, generally inside and uses protective clothing when required.
- May be exposure to potentially hazardous materials, which must be handled appropriately.