

## SHIRELAND COLLEGIATE ACADEMY TRUST

**DESIGN TECHNOLOGY TECHNICIAN****Scale 3 £15,718 - £16,876****37 Hours per week – term time + 2 weeks**

We are seeking a suitably skilled technician to support our outstanding Design Department.

This is a varied role which will involve providing teaching colleagues with equipment and resources to enable teaching staff and students to undertake practical activities within lessons. You will be required to work in accordance with strict health and safety guidance and procedures ensuring that a healthy, safe and productive learning and teaching environment is maintained.

A calm, friendly and helpful manner is essential as is the ability to adapt and be flexible to the requirements of the Department. No experience is necessary for this position although the successful candidate will need to have sound organisational skills.

Technical or practical experience in an appropriate discipline would be desirable. In return we offer:

- Enthusiastic and friendly students
- Dedicated and hardworking teachers and support staff who are passionate about making learning exciting for students
- Excellent professional development

**This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.**

An application form and job description are available from our website [www.collegiateacademy.org.uk](http://www.collegiateacademy.org.uk)

**The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

Closing date: 8.00 am Tuesday 20 November 2018

Shireland Collegiate Academy Trust  
Waterloo Road  
Smethwick  
B66 4ND Tel. 0121 558 8086

## Job Description

<b>Job Title</b> Design Technician		<b>Grade</b> Scale 3	
<b>Responsible to</b> Head of Department Senior Design Technician	<b>Contacts</b> Students Academy Staff		<b>Responsible for</b>
<b>Working hours</b> 37 hours per week - term time + 2 weeks		<b>Special Conditions</b>	

**This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet the changing needs of the Academy.**

### Job Summary

- To set out and prepare equipment in accordance with the specifications of teaching staff.
- To routinely maintain machinery and equipment.
- To arrange the storage of materials, equipment etc. and to maintain stock control records.
- To carry out other technician duties as required.

### Duties and responsibilities:

- Prepare all equipment for practical sessions within Design, including constructing, setting up and dismantling equipment as required for examinations.
- Ensure equipment is regularly inspected and maintained.
- Use specialist equipment including 3D printers, laser cutter, saws and handtools.
- Use of ICT.
- Support teaching staff by providing classroom support during practical's or when needed and contributing to demonstrations as required.
- Contribute to the keeping of the classrooms and equipment in a clean, safe and tidy condition at all times and assist with the ordering, storage and control of stock in accordance with health and safety guidance and Academy policies.
- Ensure that all portable equipment is put away securely at the end of the day, and that other static equipment is switched off when not in use
- Ensure a high standard of display and promotional materials to enhance the appearance of the classrooms and to provide an attractive environment conducive to learning. Assist with the display of examination work for the Department.
- Assist with stock taking, storage of stock and ordering.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post

holder's salary grade, abilities and aptitudes.

It is the responsibility of each employee to carry out their duties in line with Trust policies

Use and Development of ICT as required.

The post holder must at all times carry out his/her responsibilities with due regard to the Trust's policy, organisation and arrangements for Health and Safety at Work.

Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions

All staff within the Trust will be expected to accept reasonable flexibility in working arrangements

To participate in the operation of the Trust's Personal Performance Development process and attend identified training.

Any changes arising to this role, will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trade unions.

All staff are expected to comply with the requirements of GDPR.

Context:

Support staff are a part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Raising Attainment Plan.

**Due to the nature of this job, it will be necessary for an Enhanced DBS to be undertaken.**

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## Personnel Specification

<b>Job Title</b> Design Technician		<b>Grade</b> Scale 3	
<b>Responsible to</b> Head of Department Senior Design Technician		<b>Responsible for</b>	
<b>Working hours</b> 37 hours per week		<b>Special Conditions</b>	

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable	N/A	How identified
<b>1. Physical</b>	To be punctual  Good attendance record  Good written and verbal communication skills  Smart appearance  Able to meet the physical demands of the role e.g. manual handling and use of specialist machinery.			Job and medical history from application form and references. Performance in interview process.
<b>2. Qualifications</b>	5 GCSEs (Grades A-C) including English and Mathematics	Appropriate Health and Safety qualifications  First Aid qualification		Formal possession of an appropriate qualification to be verified at interview or from records.

	Essential	Desirable	N/A	How identified
<b>3. Experience</b>	Experience of working with technical equipment and machinery e.g. laser cutters and 3 D printers.	Experience of working in a similar role		Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.
<b>4. Training</b>	Prepared to undertake all necessary training in order to develop in the role.			Past training history from application form and records. Selection process by <b>demonstration</b> of ability to display knowledge and skills at the interview.
<b>5. Special Knowledge</b>	Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools .			Qualifications held and demonstration of knowledge at interview.
<b>6. Circumstances (personal)</b>	Attendance at occasional evening events e.g. open evenings  Able to work flexibly to meet the demands of the Department			Ensuring candidates are aware of these requirements from the job description. Interview questions and application form details.
<b>7. Disposition</b> <b>How far does the job require:-</b>	Able to work on own initiative and as part of a team.  Ability to prioritise and meet deadlines.  Helpful and diplomatic in their interaction with staff and students.  Confident in dealing with a wide variety of people.  Able to use discretion.  Attention to detail and quality.			Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.

<p><b>8. Practical and Intellectual Skills</b></p>	<p>Able to organise own workload.</p> <p>ICT literate.</p> <p>Able to cope with routine work with high levels of attention to detail.</p> <p>Able to communicate at all levels.</p>			<p>Performance in related selection process.</p>
<p><b>9a. Legal Requirements</b></p>	<p>Satisfactory Enhanced DBS Check.</p>			<p>Application form and interview questioning and reference.</p>