



**St Thomas More R C Academy  
ROLE DESCRIPTION**

<b>Job title &amp; Grade</b>	Department Technician, NJC Grade 5 i.e. £9.21 per hour to £10.07 per hr
<b>Accountability</b>	Responsible to the Head of Department (Will liaise closely with Director of Finance & Resources)
<b>Hours</b>	9 hours a week term time only, working hours to be agreed with Head of Department, Monday to Friday. Additional hours may be offered by the Academy if required.
<b>Annual Leave</b>	As this is a term time only position annual leave is rolled up into salary payment
<b>Probationary Period</b>	6 months from date of appointment
<b>Job Purpose</b>	Under the instruction/guidance of teaching staff and the Head of Department provide general support in a specific curricula/resource area including preparation and maintenance of resources and support to staff and pupils.
<b>General</b>	Contributing to the effective working of the department and the overall ethos/work/aims of the school. Being aware of and complying with all Academy policies and procedures including those relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop Take pride in the school, the site and their own general appearance Participate in team meetings and identify training and development needs in conjunction with the Head of Department. The list of duties (main and additional) is not exhaustive and may be subject to other duties commensurate with the role.
<b>Confidentiality</b>	All employees are required to maintain confidentiality regarding any information about finance, students and employees.
<b>Trade Union Membership</b>	St Thomas More recognises and works with a variety of trade unions. The postholder is entitled to join any trade union
<b>DBS Checks</b>	The post holder must be committed to safeguarding and promoting the welfare of children and young people. This post is required to undertake a DBS check

## Main Duties

Help maintain a safe, purposeful, orderly and productive working environment for students and teachers.

Weekly maintenance, cleaning and checks on frequently used specialist equipment. This includes changing belts, blades and extraction systems. Currently including:

- Band saws x 3
- Circular saw
- Belt sander
- Disk sander
- Pillar drill x 2
- Planes and chisels sharpened

Maintenance of specialist equipment: check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs.

Maintain appropriate and accurate servicing records.

Demonstrate and assist others in safe and effective use of specialist equipment/materials.

Timber preparation for students as and when required by the department.

Monitoring of volume of timber and advice Head of department on timely re-ordering of timber.

Supporting students in accessing learning materials and activities under the guidance of the teacher.

## Person Specification

**Post**            **Department Technician**

**Scale:**        **Grade 5**

Area	Criteria	Requirement
<b>Skills/Knowledge/Aptitudes</b>	<ul style="list-style-type: none"> <li>• Use of relevant equipment/resources</li> <li>• Knowledge of particular subject/technical area</li> <li>• Knowledge of relevant polices/codes of practice and awareness of relevant health and safety requirements applicable in a school setting</li> <li>• Thorough approach to work and attention to detail</li> <li>• Prepared to be flexible regarding working hours and the variety of tasks undertaken</li> <li>• Ability to identify own training and development needs and co-operate with means to address these</li> <li>• Ability to relate well to children and adults</li> <li>• Effective use of ICT</li> </ul>	<p>Essential Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2 or equivalent qualification or experience in relevant discipline</li> <li>• Good numeracy/literacy skills</li> </ul>	<p>Essential</p> <p>Essential</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• General technical/resource support</li> </ul>	<p>Essential</p>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Good Sense of Humour</li> <li>• Passionate about setting high standards for oneself and others</li> <li>• Adopt a positive “can do” approach to all tasks assigned</li> <li>• Wiling to undertake training as directed, including the First Aid at Work qualification</li> </ul>	<p>Desirable Essential</p> <p>Essential</p> <p>Desirable</p>