

# JOB DESCRIPTION

<b>Job Title:</b>	Technician	<b>Reporting to:</b>	Department Head
<b>Location:</b>	City Academy	<b>Annual salary:</b>	Grade 2, point 3 – 8 £18,562 - £20,493 (pro rata)
<b>Contract type:</b>	TTO, permanent	<b>Hours of work:</b>	Monday – Friday Term time only

## JOB PURPOSE AND RESPONSIBILITIES

As a technician, you will support the delivery of the curriculum across the school by providing practical day-to-day support in the learning environment. You will prepare teaching materials as required to ensure effective support for teaching staff in their Department.

- Produce quality work that meets deadlines and is accurate and professionally presented.
- Deliver excellent customer service at every opportunity;
- To prepare (and where appropriate manufacture) teaching materials as required to ensure effective support for teaching staff.
- To repair, maintain and store equipment in order to guarantee safe and effective upkeep.
- To monitor standards and practices within the classroom and identify and communicate improvements to working practices to ensure the highest standards are achieved.
- To assist with inventory of equipment and stock control in order to maintain a supply of equipment for teaching use. Order stock as directed by the Subject Leader so that resources are adequate for lessons.
- To receive and check deliveries of supplies to ensure accuracy from suppliers.
- To provide technical and learning assistance and information in the classroom and across the school community in order to support students and staff.
- To support students in the classroom environment to assist in the learning process where appropriate.
- To liaise with equipment providers to ensure good quality provision and value for money.
- To assist classroom teachers as directed to produce creative classroom displays that can be used to enhance classroom practice.



## **SPECIAL CONDITIONS OF EMPLOYMENT**

### **REHABILITATION OF OFFENDERS ACT 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

### **HEALTH AND SAFETY**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### **EQUALITY AND DIVERSITY**

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

### **TRAINING AND DEVELOPMENT**

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or



development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

**MOBILITY:**

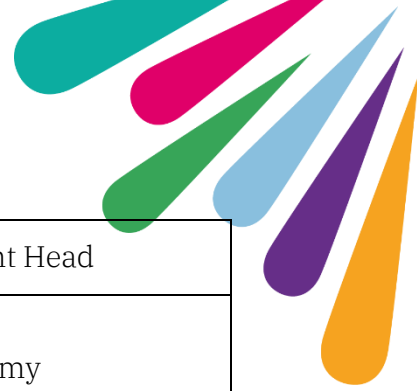
The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

**CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.**

<b>Job Description Reviewed on:</b>	January 2021
<b>Job Description Reviewed by:</b>	Headteacher

# PERSON SPECIFICATION

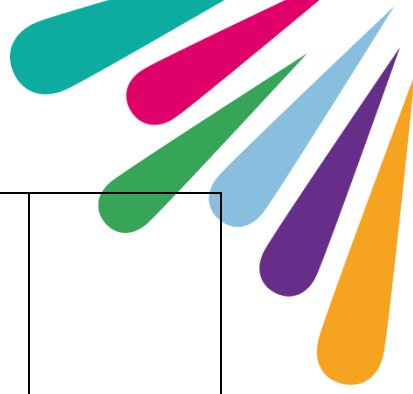


<b>Job Title:</b>	Technician	<b>Reporting to:</b>	Department Head
<b>Salary:</b>	Grade 2, point 3 – 8 £18,562 - £20,493 (pro rata)	<b>Location:</b>	City Academy

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All posts will be subject to a DBS clearance at Enhanced level.

The Person Specification outlines the main attributes needed to adequately perform the post specified. It 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
<b>Education, Training and Qualifications</b> <ul style="list-style-type: none"> <li>At least a C grade in English Language, Science and mathematics (GSCE's).</li> <li>Professional Laboratory experience</li> <li>Health and Safety Certification</li> </ul>	X	X  X
<b>Experience, Knowledge, Skills and Competencies</b> <ul style="list-style-type: none"> <li>Experience of working in a school environment</li> <li>Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning</li> <li>Awareness of safety issues as appropriate to the post</li> </ul>	X   X	X
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>Ability to organise and prioritise effectively.</li> <li>Ability to demonstrate initiative.</li> <li>Excellent communication and interpersonal skills with the ability to motivate inspire and engage.</li> <li>A team player who is willing to take the lead when required.</li> </ul>	X  X  X	



<ul style="list-style-type: none"><li>• Resilience, the ability to work under pressure and be able to meet deadlines.</li></ul>	X	
<ul style="list-style-type: none"><li>• A sense of fun and humour.</li></ul>	X	
<ul style="list-style-type: none"><li>• A commitment to CORE Education Trust vision, values, aims and the objectives of its academies programme.</li></ul>	X	

# HOW TO APPLY

For further information about this exciting opportunity, or an informal discussion please contact Joanna Sargeant on [JSargeant@CoreCity.Academy](mailto:JSargeant@CoreCity.Academy)

Only those applicants submitting a [CORE Education Trust Application Form](#) will be considered. Please note that we do not accept CVs.

To apply for this role please submit your application form to [recruitment@core-education.co.uk](mailto:recruitment@core-education.co.uk) by **Monday 8<sup>th</sup> November 2021**.

For more information visit our website, [core-education.co.uk/work-with-us](http://core-education.co.uk/work-with-us)

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**CORE Education Trust is committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.**



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DELIVERING A **CORE** EDUCATION