



Job Overview

Academy	King's Lynn Academy
Site	Queen Mary Road, King's Lynn, PE30 4QG
Start date	As soon as possible
Reporting to	Head of Department
Salary	£23,500 -£23,893 Annually (Full-time, full year)
Hours per week	37
Weeks per annum	Full year
Contract type	Permanent

EMAT is committed to promoting a diverse and inclusive community a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, employee support services to welcome and support staff from different backgrounds. Our ambition is to work together to promote a more inclusive environment and signal our commitment to celebrate and promote diversity and welcome part time or flexible working applicants.

How to Apply

Applications should be received no later than **19 July 2024**.

Please complete the online application process and note that all information within your application will be treated confidentially.



EMAT is an equal opportunities employer and employs suitably qualified persons regardless of their race, sex, disability, religion / belief, sexual orientation or age. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Any appointments will be subject to satisfactory medical checks, references and an enhanced DBS check including the Children's Barred List.

Job Description

Post Title: ADT Technician

Salary: Support Grade D5 – D6.

Main Purpose

To assist teaching staff in providing pupils at King's Lynn Academy with a relevant and effective Art, Design & Technology experience and ensure high levels of achievement.

Main Accountabilities

To assist Technology staff in developing appropriate resources for teaching and learning. Under the direction of the HoD, ensure that all Health & safety requirements are met.

Maintain and monitor consumables and equipment in ADT to ensure all pupils are able to access a wide range materials and processes as part of their Technology provision.

To assist teaching staff in promoting and raising the profile of ADT within and outside School. To support the development and delivery of Computer Aided Art, Design & Manufacture in ADT.

Job Description continued

Key Tasks

To prepare materials & equipment for practical lessons.

To maintain machinery and equipment in accordance with Health & Safety requirements.

Carry out weekly Health and Safety checks on all equipment and machinery and report directly to the Head of Department.

Assist HoD in the production of Risk and COSSH assessments.

To maintain and carry out weekly maintenance of all CAD CAM equipment.

To carry out a range of administration duties including: inputting data, production of registers and class groups and preparing teaching material and booklets.

To maintain and monitor stock control.

To assist the HoD in the ordering of materials and equipment.

To carry out weekly material and equipment checks across all Technology rooms.

To assist staff in preparing and setting up displays for outside competitions.

To assist staff in the production and updating of Technology displays within the School.

To be proficient in the use of the range of CAM equipment and provide technical support during lesson time.

To be proficient in a range of CAD software as stipulated by the HoD and provide technical support during lesson time.

To provide technical support to staff during lesson time as required

To comply with the requirements of the Data Protection Regulations and ensure confidentiality is maintained

Ensure appropriate responses in respect of child protection and safeguarding issues.

To ensure safe working practices, and insofar as is reasonably practicable, a hazard free environment in all areas.

Undertake such other duties as may be reasonable requested by the Principal and/or Chief Executive.

Personal Specification

The successful applicant will be able to demonstrate the following minimum requirements. Please note that candidates will be shortlisted for interview based on this specification and should, therefore, bear this in mind when preparing their application and completing the application form. If you do not meet the essential criteria please do not apply. Criteria will be assessed at different points of the selection process as shown. The Assessment Stages are:-

A = Application I = Interview P = Presentation T = Test

	Criteria	Essential	Desirable	Assessment Stage
Qualification	GCSE A – C (or equivalent) in English and Mathematics	✓		A
	COSHH/ Health and Safety qualification/ equivalent knowledge		✓	A
Knowledge, Understanding and Experience	Working knowledge of CAD		✓	A
	Working knowledge of CAM		✓	A

	Criteria	Essential	Desirable	Assessment Stage
Personal and Professional Qualities	Commitment to supporting learning	✓		I
	Organised and methodical approach	✓		A/I
	Ability to share knowledge/ skills with all ranges of abilities	✓		A/I
	Enthusiastic and engaging approach	✓		A/I
	Ability to work collaboratively as part of a team and on own initiative	✓		A/I
Other requirements	Commitment to the Safeguarding Policy and principles of the Academy Trust	✓		I
	Full driving licence/ability to travel (delete as appropriate)		✓	A