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Principal: Mrs C Stanyer

Job Title: Art & Design / Science Technician

Grade / Salary: OAT Grade 2 (SCP3 – 5)

Hours: Permanent, Full Time – Term Time Only

Mon – Thurs 8.00am to 4.00pm. Fri 8.00am to 3.30pm

JOB DESCRIPTION

This is a key post within the Academy which requires dedication, professionalism and a highly efficient and responsible approach. The post holder is responsible for providing efficient and practical assistance and support to both the Art & Design and Science Faculties.

The post therefore calls for the ability to work on one's own and as part of the wider team community. To use judgment and initiative and to be able to prioritise is essential in order to meet deadlines, carrying out all tasks and functions with discretion and confidentiality at all times. The ability to remain calm and courteous, friendly yet professional under the pressures of working in a very demanding and constantly changing environment is imperative. This post will require considerable flexibility in working hours and styles and a willingness to undertake training to meet the varying demands of the role.

KEY DUTIES:

Teaching and Learning	<ul style="list-style-type: none"> • Prepare resources, materials and equipment for lessons as directed. • Assist in delivering practical learning activities for pupils. • Tidy up and clean workshops/classrooms or other relevant work areas.
Equipment maintenance	<ul style="list-style-type: none"> • Prepare resources, materials and equipment for lessons as directed. • Assist in delivering practical learning activities for pupils. • Clean and undertake basic day to day maintenance of equipment as needed and directed to ensure it is clean and in good working order.
Resources	<ul style="list-style-type: none"> • May maintain sufficient supplies of materials to enable delivery of lessons.

Ormiston Meridian Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



	<ul style="list-style-type: none"> • Safely and securely store allocated equipment and materials to prevent unauthorised access or misuse. • May handle small amounts of money for supplies.
Systems, policies and procedures	<ul style="list-style-type: none"> • Perform duties in line with health and safety regulations and take action when hazards are identified, including reporting any serious hazards to the line manager. • Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.
Team involvement	<ul style="list-style-type: none"> • May demonstrate own duties to new or less experienced staff
Building professional relationships	<ul style="list-style-type: none"> • Communicates with pupils to support learning. • Exchanges information with staff and suppliers.
Record keeping and information management	<ul style="list-style-type: none"> • Undertake basic record keeping as directed
Problem solving and decision making	<ul style="list-style-type: none"> • Identify straight forward solutions to simple problems and minimal personal initiative required
Knowledge, skills and experience	<ul style="list-style-type: none"> • Practical knowledge required for setting up equipment related to area of work. • Knowledge and compliance with policies and procedures relevant to health and safety and child protection.
Physical demands and working conditions	<ul style="list-style-type: none"> • Regularly lifts and moves, pushes and pulls resources, materials and equipment which may be awkward or heavy. • May be regularly exposed to dirt, fumes, chemicals, liquids, possible hazardous materials.

- Attend training sessions and meetings appropriate to the role, when requested by the Principal or Director of Faculty.
- To keep up to date with the Academy's procedures for Safeguarding and Child Protection, reporting any concerns to the Senior Designated Person.
- To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.

Performance management

Participating in the academy's arrangements for performance management, professional development and the academy's arrangements for quality assurance and internal verification.

CONTEXT

All staff are part of a whole academy team. Each individual is required to support the values and ethos of the academy and academy priorities as defined in the Academy Improvement Plan. This

will mean focusing on the needs of colleagues, parents, and students, and being flexible in a busy environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, post holders are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this post.

This statement is in addition to, and an amplification of, the duties and responsibilities laid down in the National Teachers Conditions of Service.

Signature:

Print Name:

Date: