

**LAKELANDS ACADEMY, Oswestry Road, Ellesmere, Shropshire, SY12 0EA**

**Tel: 01691 622543 Email:** [**admin@lakelandsacademy.org.uk**](mailto:admin@lakelandsacademy.org.uk)

**Senior Creative Arts & Technology Technician**

**37 hours a week, term time only plus two weeks**

**Full time, permanent contract**

**Grade 7 Point 12-17 £27,711 - £30,060 per annum, pro rata (£14.36 - £15.58 per hour), Actual Salary £24,334 - £26,401 per annum.**

To assist teaching staff in providing students at Lakelands Academy with a relevant and effective Design & Technology and Creative Arts experience and ensure high levels of achievement.

**Your main duties will include:**

* Under the guidance of the Head of Faculty lead, supervise and deploy the Creative Arts Technicians.
* To promote and maintain a co-operative and flexible working relationship between technicians and teaching staff.
* Regularly maintain the equipment and tools in the workshop and classroom areas and ensure all equipment is in safe working order.
* Supervise small groups of students within any of the creative arts lessons.
* Keep all the classrooms organised and free from hazards.
* Assist technology staff in developing appropriate resources for teaching and learning.
* Carry out an audit of all stock, compile orders and liaising or negotiating with suppliers and finance departments.
* Visual checking of plugs and electrical equipment and arranging repair or replacement of any damaged or broken equipment.
* In conjunction with the Faculty Leader ensure the Implementation and dissemination of all appropriate H&S Legislation and guidance with respect to creative arts and technology education and ensure compliance with COSHH Regulations.
* Carry out all other administration task such as filing, photocopying and laminating and updating displays.
* Ensure and oversee adequate cover of the technicians timetable, to maintain a suitable service to the faculty.
* Answer the telephone in the creative arts department and deal with any queries.
* Provide guidance and support to staff and students in meeting the practical requirements of the curriculum.
* Keeping up to date with current procedures and practices through continuing professional development to include: keeping up-to-date with health & safety requirements and with developments in practical lessons. (Attending courses & reading publications.)
* Contribute to the design, development and maintenance of specialist resources and/or long-term project.
* Attend meeting and training sessions as required.
* Where appropriate communicate and co-operate with internal/external individuals and bodies.

**Closing date for applications – Midday, Wednesday 8th January 2025**

**Interviews to be held – Week commencing 13th January 2025**

***This position is exempt under the Rehabilitation of Offenders Act 1974.***

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory Disclosure and Barring Service check (DBS).

**Applicants should be aware that, as part of our safer recruitment due diligence, we might undertake online searches.**

**To apply for this position or for more information please contact Alison Skone or Hannah Young on 01691 622543. Please send your completed application form to** [**finance@lakelandsacademy.org.uk**](mailto:finance@lakelandsacademy.org.uk) **or via post to the address above by the closing date.**