**Bishop Chadwick**

**Catholic Education Trust**

**St. Anthony’s**

**Girls’ Catholic Academy**

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**Job Description:**

**Site Supervisor/Technical Support**

Web-site: [www.st-anthonys-academy.com](http://www.st-anthonys-academy.com)

E-mail: enquiries@st-anthonys-academy.com

Twitter:

@St\_Anthonys3 (St. Anthony’s)

@AAASixthForm (St. Anthony’s and St. Aidan’s Catholic Sixth Form)

@BeaconSch (Beacon Teaching Alliance based at St. Anthony’s)

Telephone: 0191 5658904

**Salary:**

Grade 4 Point 17 £24,491

**Responsible to:**

Senior Assistant Head Teacher working with the Subject Leader Technology/ICT.

**INTRODUCTION:**

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law and the teachings of the Roman Catholic Church The school is part of Bishop Chadwick Catholic Education Trust. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the Trust under the terms of the Catholic Education Service contract signed with the Trust as employers. It is subject to the current conditions of service for Grade 5 Support Staff. In carrying out his / her duties the Site Supervisor/Tech. Support shall consult with the Assistant Head and Subject Leader and, when appropriate, the Diocese, the Trust, the Local Management Board, the Local Authority, the staff of the school, the parents of its pupils, the parish/es served by the school and other local Catholic schools, particularly where collaboration or federation is being developed.

**The Trust and the Local Management Board are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and the Head Teacher must ensure that the highest priority is given to following the guidance and regulations to safeguard them.**

**SHAPING THE FUTURE**

The strategic direction and development of the school stem from the educational mission of the Church. The Site Supervisor/Tech. Support will demonstrate commitment to promoting and developing the school’s distinctive Catholic identity through the search for excellence in all areas of its work.

**Main tasks / actions**

* Work with the Senior Assistant Headteacher and Subject Leader to articulate and promote an educational vision and values for the school which take account of the school’s Catholic mission and of the diversity, values and experiences of the school and the communities it serves.
* Demonstrate commitment to this vision in his/her daily work positively sharing the vision and its related values with all members of the school community.
* Model the vision and values in everyday work and practice.
* Work with the Senior Assistant Headteacher, Subject Leader and colleagues to translate the vision and values into agreed objectives and to ensure that the school’s planning, policies and procedures promote sustained school improvement particularly with regard to student progress and achievement with particular emphasis on the most vulnerable students.
* Motivate and work with others to create a shared culture and a positive climate consistent with the agreed educational vision and values of the school.
* Support the Senior Assistant Headteacher, Subject Leader and colleagues to ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and nurture human wholeness.

**PREMISES MANAGEMENT AND TECHNICAL SUPPORT**

A Catholic school is a learning community rooted in Christian belief and principles. The search for excellence is all aspects of premises management and technical support is key and the promotion of positive attitudes amongst pupils and staff, which stem from Christ’s vision for humanity.

**Main tasks / actions:**

**General:**

* Demonstrate the principles and practice of effective premises supervision and technical support.
* React proactively to manage premises and technical issues and ensure general upkeep of buildings, site and Technology equipment.
* Maintaining high standards of premises maintenance, work-shop maintenance and health and safety.
* Demonstrate and articulate high expectations for all aspects of the school’s work linked to health and safety, premises and technical support.
* Attend training sessions relevant to role, as and when required. Take ownership of training needs and ensure that certification is up to date.
* Work as part of a team or individually as required.
* Ensure all defects in plant and equipment are reported and recorded in accordance with procedures.
* Maintain good communication links and working relationships with all staff and all external firms/agencies undertaking premises or technical work.

**Premises:**

* Open and close the gates and the school buildings, as required with team member, ensuring security at all times and responding to alarm activation in and out of hours as necessary.
* Gate duty 8.00-8.30am during term time.
* The movement of furniture, equipment and heavy items, as required.
* The preparation of accommodation/furniture for meetings, examinations etc.
* Sweeping of the grounds and litter picking.
* Emptying of bins and removal of rubbish to large bin storage.
* Minor maintenance repairs such as plumbing (blocked toilets and drains or similar), joinery, (if qualified) electrical work and removal of graffiti.
* Complete records as required in accordance eg. fire safety, water safety (legionella), asbestos record etc. and health and safety in line with local and national guidance and statutory requirements at the direction of the Senior Assistant Head Teacher.
* Management and distribution of deliveries and general porterage duties.

**Technical support (Technology Department):**

* Preparation, distribution and storage of resources and materials.
* Ensure hand tools are kept in optimum condition and store correctly.
* Working with teaching staff to keep all storage areas/prep room and workshops in a clean and tidy condition.
* Regularly maintain the equipment and tools in the workshop and preparation area.
* Empty and clean the dust extraction filters as required by the manufacturer.
* Working with teaching staff to keep all workshops organised and free from hazards.
* Preparation of KS3 resources in bulk in the Summer term.
* Assist in the operation of CNC machinery in peak manufacturing periods (Oct-Feb approx.).
* Ensure that workshop machinery is regularly (daily, weekly, ½ termly) inspected and maintained (replacement of blades, belts, charged, emptied etc.) – see list of current machinery.
* Maintaining stock levels via liaison with Subject leader.
* Take delivery of stock and materials whilst arranging for their general appropriate storage and undertaking general porterage duties.

**DEVELOPING SELF AND WORKING WITH OTHERS**

The leadership of a Catholic school should take Christ as its inspiration. The Site Supervisor/Technical Support staff member’s relationships with pupils, parents/carers, staff, The Senior Assistant Headteacher, Headteacher, Local Management Board, the Trust and its staff should demonstrate a belief in their unique contribution as individuals, valued and loved by God. He/she will recognise and act upon his/her own potential for growth and that of others.

**Main tasks / actions**

* Treat all people fairly, equitably and with dignity and respect to create and maintain a positive school culture in line with the school’s agreed vision and values.
* Manage conflict effectively, seeking positive outcomes.
* Work with senior colleagues to build a collaborative learning culture and to actively engage with other schools, especially other Catholic institutions, in order to build effective learning communities.
* Fulfil effectively his/her agreed responsibilities for effective staff induction, professional development and performance review.
* Work with the Assistant Head Teacher/Subject Leader in the planning, allocation, support and evaluation of work.
* Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
* Develop and maintain a culture of high expectations and aspirations for him/herself and for others, taking appropriate action when performance is unsatisfactory and giving and receiving effective feedback.
* Regularly review his/her own practice, set personal targets and take responsibility for his/her own personal development.
* Give and accept support from colleagues, Subject Leaders, Senior Assistant Headteacher, the Local Management Board, the Trust and the Diocese.
* Have regard for the well-being of him/herself and others, managing his/her workload to promote a healthy work-life balance and encouraging and, where possible, enabling others to do likewise.

**MANAGING THE ORGANISATION**

The management of a Catholic school should be clearly influenced by the Gospel message and Church teaching. In particular, it should be a place where Christian principles such as justice, truth, respect and reconciliation are at the heart of its life and work.

**Main tasks/actions**

* Work with the Senior Assistant Head Teacher and Subject Leader to ensure all work reflects the school’s Catholic Christian values and management systems, structures and processes to work effectively and in line with legal requirements.
* Use and integrate a range of technologies and equipment effectively and efficiently in his/her management role.

**SECURING ACCOUNTABILITY**

Leaders of a Catholic school fulfil their responsibilities in accordance with the Instrument of Government. They support the governing body in fulfilling its responsibilities to the trustees under Canon Law as well as in accordance with national legislation. The site Supervisor/Technical Support work with the Senior Assistant Headteacher and the Subject Leader to account to the Local Management Board, the Trust, parents/carers and the school community for the fulfilment of the school’s Catholic mission and its educational success.

**Main tasks / actions**

* Work with senior staff, and those who externally evaluate the work of the school, to enable statutory responsibilities to be met by giving objective professional advice and regular accounts of work.
* Facilitate the HeadTeacher’s meeting his/her responsibility for responding effectively to internal and external challenges affecting the school.
* As appropriate, develop and present a coherent, understandable and accurate account of the school’s premises and technical support to a range of staff.
* Participate in arrangements for review of his/her performance, reflecting on his/her personal contribution to school achievements and taking account of feedback from others.

**STRENGTHENING COMMUNITY**

Leaders of a Catholic school are responsible for its mission to the local and wider Catholic community and beyond. The Site Supervisor/Technical Support will, as necessary, collaborate with the parish and other Catholic organisations, as well as with the wider educational system. He/she will demonstrate a belief that community and school are interdependent and that engagement with the community promotes school development.

**Main tasks / actions**

* Ensure that effective strategies, systems and support are in place to ensure the safeguarding of children and young people in the school and co-operate and work with relevant agencies for the protection of children.
* Act, where required, as the public face of the school in their field, representing effectively its interests and those of the pupils.
* Work with senior staff to build a school culture which takes account of the richness and diversity of the communities served by the school and of the global community.
* Give professional leadership in creating and implementing positive strategies for promoting understanding that everyone is equal in the eyes of God, and in particular for challenging racial and other prejudices and for dealing with racial harassment.

* Collaborate as necessary with other agencies in providing high quality support linked to premises and technical support.
* Support the Head Teacher in seeking opportunities to invite stakeholders (parents and carers, parish/community figures, businesses and other organisations) into the school to enhance and enrich the school and its pupils and their value to the wider community.

N.B. Reference to parish and community covers parishes and communities where schools draw pupils from more than one parish or local community.

**GENERAL**

All staff are required to:

* adhere to all academy policies;
* deliver the professional standards relevant to their role eg. standards for main scale teachers, upper pay spine teachers, Deputy Head Teacher, Head Teacher etc.

(see relevant professional standards);

* comply with any reasonable request from a manager to undertake work of a similar level to that which is not specified in this job description;
* be courteous to colleagues and provide a welcoming environment for visitors and callers.

The school will endeavour to

* make reasonable adjustment to the job and working environment to enable access for disabled staff and applicants or continued employment to anyone who develops a disabling condition

This job description is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Date……………………………………………………

Signed (MOS)……………………………………………

HeadTeacher………………………………………………….

**Appendix 1:**

List of current machinery in Technology:

1. Laser Cutter maintained, cleaned out, kept free from debris, lenses and mirrors cleaned
2. Sanders maintained, belts inspected/replaced and dust extraction units emptied
3. Band saws maintained, cleaned and blades inspected/replaced
4. Pedestal drills maintained and cleaned
5. Circular Saw/Planer Thicknesser maintained and cleaned
6. Hand tools inspected and charged if applicable
7. Boxford CNC routers maintained and cleaned

N.B. Ensure keys are removed from all machines when unattended

N.B. Any other reasonable request for maintenance of machinery

**Appendix 2:**

Current shift rota - TBC

**Appendix 3:**

Allocated technical time - TBC