



# Ballymena Academy

## Technology & Design Technician 2

Ballymena Academy, established in 1828, is a successful and forward-looking, co-educational, non-denominational Voluntary Grammar School with an enrolment of 1200 pupils, including more than 300 pupils in Sixth Form. The Board of Governors is the employing authority and the school is funded directly by the Department of Education. There are over 80 members of the teaching staff and additional appropriate support staff.

The school has earned its reputation for high standards of attainment by its pupils, with our young people achieving excellent examination results which are well in excess of N.I. Grammar School averages at GCSE and 'A' Level. The focus is to realise the Mission Statement: 'Ballymena Academy Cares for the Individual and Inspires Learning and Achievement'.

The Board of Governors seeks to appoint a **Term-time, Permanent Technology & Design Technician** from February 2025. Details of the post and an Application Form are available from the school website: <https://www.ballymenaacademy.org.uk/>

### Information about the Appointment

The Technology & Design Technician will provide technical support and assistance to teaching staff in the implementation of the school's/department's educational programme in **Technology and Design, Construction, Engineering and Occupational Studies**. He/she may also be required to provide support in Art & Design.

This is a **term-time, permanent** appointment – **37 hours per week**, times to be negotiated. It may also be necessary to work up to a maximum of 10 days during holiday periods if specific tasks need to be completed.

Remuneration will be in the region of **NJC pts 11 – 14; £27,269 – £28,624 per annum pro rata**.

### Job Description

The post includes the following responsibilities:

#### **PROVISION AND MAINTENANCE OF FACILITIES AND PRACTICAL RESOURCES**

- Assist teaching staff in the development and manufacture of teaching aids and models.
- Prepare resources for classes including setting up, testing, demonstrating and dismantling suitable resources as per agreed schemes of work.
- Maintain, repair and restock resources or equipment when necessary; advise Head of Department on these matters.
- Keep machines in good working order through regular cleaning, oiling, greasing and general maintenance.
- Maintain all tools and equipment in a clean, sharp and safe condition.
- Ensure the safe and appropriate storage of materials, equipment and other resources.
- Keep all stores, planning areas and teaching areas in a safe and orderly condition.
- Prepare apparatus for practical examinations; assist in the operation and supervision of such assessments.
- Help and assist pupils experiencing difficulty with equipment, processes or projects under direction from members of the department.
- Advise on health and safety issues in relation to the use of equipment.

## **ADMINISTRATION**

- Keep an up-to-date inventory of departmental resources.
- Maintain financial records.
- Assist with the ordering/purchasing, receiving, checking, storing and distribution of resources.

## **GENERAL**

- Support all staff in ensuring the general safety of pupils.
- Assist with evacuation in emergencies.
- Undertake photocopying as required.

## **OTHER DUTIES**

- Carry out any other reasonable tasks as advised by the Head of Department or Principal.

The Job Description may be subject to amendment or modification from time to time, following consultations with the holder of the post, to meet the changing needs of the school.

## **Criteria for the Appointment**

The person appointed to this post must be able to demonstrate by means of his/her application and, if short-listed, the responses he/she makes to the questions asked at interview that he/she meets the following criteria.

### **(a) Essential Criteria:**

#### **Qualifications**

- Minimum GCSE A\*-C in Mathematics and English Language or level 2 equivalent.
- GCSE Grade A\*-C in GCSE Technology & Design or other level 2 equivalent.

#### **Skills/Abilities**

- Effective organisational and time management skills.
- Good interpersonal and practical skills.
- Ability and willingness to work as part of a team.
- Ability to work on own initiative.
- Sound ability in ICT including confident use of Word, Excel and email.

#### **Personal Qualities**

- Good record of punctuality and attendance.

### **(b) Desirable Criteria:**

- Hold a minimum of 'A' level Technology & Design grade A\*-E or level 3 equivalent.
- Hold a third level qualification in a related subject.
- A minimum of 3 months' experience working as a Technology & Design Technician in a school.
- A good record of attendance in any previous employment.

#### **Knowledge and Skills (will be assessed at interview)**

- Knowledge of the requirements of Technician 2.
- Knowledge of Health and Safety regulations and requirements in a school environment.
- Knowledge of general administrative processes and records.

#### **Personal Qualities (will be assessed at interview)**

- References reflecting good communication and social skills.
- Ability to work with children and adults.
- Professional manner.
- Ability to work under pressure to strict deadlines.
- Flexibility, confidentiality and approachability.

All appointments to Ballymena Academy are subject to the provisions of the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (as amended by the Protection of Freedoms Act 2012), and the Rehabilitation of Offenders (Exceptions) (Amendment) Order (Northern Ireland) 2012. Any offer of employment will be subject to Enhanced Access NI clearance. This appointment procedure is in keeping with Department of Education regulations on Child Protection.

The appointment process is scheduled to take place on **Monday 3<sup>rd</sup> February**. Applicants who are shortlisted will be informed by Wednesday 29<sup>th</sup> January.

## **Returning your Application Form and Monitoring Form**

Completed Application and Monitoring Forms must be returned by the specified closing time and date using one of the following methods:

- post
- hand delivery
- e-mail

**Completed Application Forms must be received by 12.00 noon on the closing date (Tuesday 28<sup>th</sup> January). Late, or faxed, Application Forms will not be accepted.**

If posting or e-mailing an Application Form, it is the responsibility of the applicant to ensure that the application is received by the closing time/date.

Please ensure that when e-mailing the Application Form that the subject line is completed with the Job Title as indicated on the Application Form.

For posted applications, please ensure that the correct postage for the weight and size (including thickness) of the envelope is adhered to in order to ensure that the application is received by the closing time/date.

Address (Postal/hand delivery):

The Principal,  
Ballymena Academy,  
89 Galgorm Road,  
Ballymena,  
CO. ANTRIM.  
BT42 1AJ

E-Mail address: [info@balacademy.ballymena.ni.sch.uk](mailto:info@balacademy.ballymena.ni.sch.uk)