

Morecambe Bay Academy
Job Application
Technology Technician



Morecambe Bay Academy

Welcome from the Headteacher



Dear Applicant,

I am writing to you on behalf of Morecambe Bay Academy, where I serve as Headteacher. I am thrilled to inform you that we are seeking to appoint an exceptional individual to the position of Technology Technician.

As an Ofsted-rated "Good" school, we are on a continuous journey of school improvement, and we believe that the successful applicant for this role will play a crucial part in supporting our efforts. We are seeking a passionate and dedicated individual who shares our vision and values, and who is committed to helping our students reach their full potential.

Morecambe Bay Academy is on a journey of improvement. We look forward to welcoming a candidate who is firmly committed to our ethos of creating a sense of belonging, an optimistic outlook that encourages and enables students to believe in their potential and a firm commitment to securing the very highest levels of achievement.

We believe that every student belongs, believes, and achieves, and we are committed to creating an inclusive and supportive environment where all can thrive.



Belong | Believe | Achieve

The Bay Learning Trust

Our Trust



If you share our passion for education and are ready to join our dedicated team, I encourage you to apply for this exciting opportunity. I look forward to receiving your application and the chance to discuss how you can contribute to the continued success of Morecambe Bay Academy.

Visits to the school are welcomed and encouraged. Please email Mrs Georgina Milce gmlce@morecambebayacademy.co.uk to arrange to visit and tour the school.

Sincerely

A handwritten signature in black ink, which appears to read "JK Pardoe".

Jen Pardoe
Headteacher

Belong | Believe | Achieve

The Bay Learning Trust

Our Trust



The Trust was set up by Ripley St Thomas Church of England Academy in 2017. Ripley is a large Academy with over 1700 students, 400 of whom are in the Sixth Form. The Academy has been graded "Outstanding" in its last two Ofsted inspections. Ripley is a Teaching School and has its own SCITT (School Centred Initial Teaching Training), which was also graded "Outstanding" in 2017. It is also a National Support School.

In 2018 Carnforth High School joined the Trust family, who were then subsequently joined by Morecambe Bay Academy and Central Lancaster High School in 2019.

It has been very exciting to see the development of the Trust over the last eighteen months; we are now able to make a significant contribution to the education of young people in our local area. Our priority is to improve the quality of education in all our schools and so enhance the life chances of our young people. Equally importantly, we want to develop well-rounded and considerate students who will contribute to their local communities and make a positive difference wherever they are. An excellent education is about more than examination results!

Belong | Believe | Achieve

Morecambe Bay Academy

Our Vision and Values



Vision and values

Morecambe Bay Academy is where every student belongs, believes, and achieves. We are a thriving community school with a rich history of excellence and big heart. We are dedicated to inspiring and transforming the lives of our students.

Through relentlessly high expectations, excellent teaching, unwavering support, and a culture of hard work and independence, we empower our students to dream big, pursue academic and personal excellence, and make a lasting positive impact on the world around them. At Morecambe Bay, our students find joy in their regular accomplishments, build lasting friendships, and develop into kind, resilient, and compassionate individuals who are proud to call this school their own.

Belong

We are kind and compassionate

We are respectful

We are honest and trustworthy

Believe

We seek out new challenges

We are resilient and determined

Belong | Believe | Achieve

Morecambe Bay Academy

Job Description



JOB DESCRIPTION: Technology Technician
RESPONSIBLE TO: Head of Department
GRADE: Grade 4 NPS 4-6
ANNUAL SALARY: £24,404 -£25,183 (Actual Salary £8,365—£8,632)
This post is 15 hours per week , term time only.
Working pattern to be discussed at interview
Closing Date: 9am Monday 14th July 2025
Interview: W/C 14 July 2025
Job Purpose:

To support the department to achieve the highest standard of work.

Key Accountabilities

- To assist Technology staff in developing appropriate resources for teaching and learning
- Under the direction of the Head of Department, to ensure that all Health & safety requirements are met
- To assist in administrative duties in accordance with teacher workload agreement (photocopying, display, data entry etc)
- To maintain and monitor consumables and equipment in D&T to ensure all pupils are able to access a wide range materials and processes as part of their Technology provision
- To support the development and delivery of Computer Aided Design & Manufacture in Design Technology
- To prepare resources for lessons by storing and cutting resistant materials
- To prepare materials and equipment for practical lessons

Belong | Believe | Achieve

Morecambe Bay Academy

Job Description



- To maintain machinery and equipment in accordance with Health & Safety requirements.
- Carry out regular Health & Safety checks on all equipment and machinery and maintain an up-to-date register
- Assist Head of Department in the production of Risk and COSHH assessments
- To maintain and carry out weekly maintenance of all CAD CAM equipment
- To maintain and monitor stock control
- To assist the Head of Department in the ordering of materials and equipment
- To carry out regular material and equipment checks across all Technology rooms
- To be proficient in the use of the range of CAM equipment and provide technical support during lesson time
- To provide technical support to staff during lessons as required
- Resolve day-to-day problems with equipment and products
- Help to facilitate production of student products to meet all performance and functional criteria
- Assist with the filing of materials and stock control
- Take an active, hands-on role to ensure that all engineering problems are resolved thoroughly
- Undertake any requested jobs from the department staff, within an agreed timeframe, to ensure the continued smooth running of the faculty
- Communicate well with all Design & Technology staff, to ensure effective and timely input
- Work effectively with the students and young people to help them make the best products of which they are capable.

Belong | Believe | Achieve

Morecambe Bay Academy

Person Specification



Key Criteria	Essential	Desirable
Qualifications	NVQ Level 3/ A Level or equivalent qualification in an appropriate subject area GCSE Grade C or above in English and Mathematics or equivalent	Safeguarding training A qualification in a relevant design, engineering or science discipline Sims Training
Experience	Proven experience of working with young people age 11-16 in a voluntary or other professional capacity Practical ability in woodwork, metal work and CAD	
Knowledge, Skills and Abilities	A good, up-to-date, working knowledge of IT software An understanding of practical and methodical design development through prototyping and testing Ability to plan ahead, prioritise tasks and coordinate with the work of others Must enjoy working with children and young people and be comfortable working in a school environment	Knowledge and understanding of sound, basic engineering An understanding of practical and methodical design development through prototyping and testing

Belong | Believe | Achieve

Morecambe Bay Academy

Person Specification



Key Criteria	Essential	Desirable
Personal Qualities	<p>Professional appearance and conduct</p> <p>A committed life-long learner, willing to undertake further training</p> <p>Well-organised to ensure smooth day-to-day running of the faculty</p> <p>Will have the ability to work independently as well as part of a successful team</p> <p>Practical, flexible and friendly with a “can do”</p>	

Your duties should be discharged in such a manner as to maintain and develop the vision, principles and values of the Trust.

This job description may be altered by consultation and discussion. It will periodically be reviewed as part of on-going continuing professional and Trust development. In addition it may be amended at any time after consultation with you.

The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

Belong | Believe | Achieve



Morecambe Bay Academy
Dallam Avenue, Morecambe, LA4 5BG
Tel: 01524 410207
www.morecambebayacademy.co.uk

Belong | Believe | Achieve