



REDLAND GREEN SCHOOL

POST: Technician Level 3

GRADE: SPC 13 - 15

MANAGED BY: Curriculum Team Leader

SUPERVISES: Day to day work of other Technician Support Staff

Job Description

Purpose of the Job

To organise and deliver technical assistance and support activities to teaching staff and the Curriculum Team Leader in support of the teaching, guidance and learning that is necessary to deliver the curriculum.

Key Job Outcomes

1. Utilise practical resources and facilities, providing assistance and advice on current 'best practice' in the practical needs of the curriculum, and ensuring this is embedded within the operational activity of the learning programme.
2. Promote the observance of a safe working environment through:
 - proactively contributing to the assessment, monitoring and review of safe working practices and procedures
 - keeping abreast of 'best practice' through networking and continuing professional development
 - the provision of technical advice and administrative support on safety issues to teaching staff
 - the disposal of used materials, including any dangerous substances, and dealing proactively with real or potential hazards
 - the storage and accessibility of equipment and materials
3. Contribute to the day to day organisation and development of the work of the curriculum area through day to day supervision of staff to ensure that essential performance standards are achieved.
4. Contribute to the adaptation, development and maintenance of any specialist resources or longer term research projects, and by providing any advice, assistance and support requested by students and/or teachers for effective delivery of practical aspects of the curriculum.
5. Support the curriculum team leader and teaching staff in ensuring the availability of suitable materials and equipment, the provision of effective stock control and helping to compile orders and liaise with suppliers in conjunction with the school's designated budget holder in obtaining and receiving goods or services.

6. Under the overall guidance of the curriculum team leader ensure that both routine and non-routine checking, maintenance, calibration, cleaning and fault investigation and resolution of equipment is carried out within the work area to the required standard. This job description sets out the key outcomes required. It does not describe in detail the tasks and activities to be done to achieve these outcomes.

General

A. Undertake duties in compliance with the department's Core Values & Code of Conduct, and in particular its equal opportunities policy and commitment to confidentiality.

B. Carry out work in accordance with current legislation and/or regulations of the authority.

C. All employees have a responsibility for their own safety and must not endanger that of colleagues/visitors in the workplace, in accordance with legislation and the School's Safety Policy and Procedures.

Line Manager: Curriculum Team Leader

Person Specification

Essential	Desirable
Knowledge & Experience	
• Literacy and numeracy standard equivalent to a GCSE 'C or 4' Grade in English and Maths • Relevant experience of working in a technical field • Capability to understand and apply the Health and Safety regulations which apply to the work of a technician	• Working knowledge of School policies and procedures - purchasing, safety, equalities • NVQ Level 3 or higher in a relevant field • Full First Aid At Work Qualification • Accreditation in Health & Safety
Abilities and Aptitudes	
• Ability to apply an adaptable and flexible approach to achieving objectives, without direct supervision • Ability to plan and complete a range of sorting, listing, storing & filing and retrieval tasks to a defined standard • IT literate (Google Suite, Word, Excel) and a willingness to learn school specific systems	• Ability to communicate complex material, orally and in writing, with colleagues and students so that the message is understood and acted upon • Ability to work on own initiative, including knowing when and why items for decision need to be referred upwards