



# The Henry Box School

Founded 1660

<b>Job title:</b>	<b>Classroom Technician (Performance and Creativity Faculty)</b>
<b>Responsible to:</b>	School Leader: Performance and Creativity
<b>Manages/Supervises:</b>	None
<b>Location:</b>	The Henry Box School (May be required to work at or travel to any of the MILL Academy Schools on an occasional basis)
<b>Salary:</b>	<b>Grade 4</b>
<b>Working Pattern:</b>	27.5 hours per week, term time only Occasional unsocial hours
<b>Disclosure level:</b>	Enhanced
<b>Job Purpose:</b>	Support delivery of the curriculum to classes across the Performance and Creativity Faculty, which includes Art, Design and Technology, Textiles, Food, Music, Drama and PE, by preparing classrooms, materials and equipment for practical lessons.

## **Responsibilities**

Technicians will be expected to:

### **Support the delivery of the curriculum by:**

- Preparing materials and equipment for practical lessons and assisting with clearing up.
- Maintaining and checking machinery and equipment in accordance with Health & Safety requirements, reporting any issues directly to the relevant leader and/or teacher.
- Being proficient in the use of the specialist equipment and provide technical support during lesson time.
- Supporting teachers to ensure pupils use equipment safely.
- Providing assistance in preparing exam work.
- Supporting and assisting with trips and school events.

- Ordering, organising, storing and maintaining equipment and supporting with annual inventory.
- Supporting teachers in selecting equipment and materials.
- Displaying work in exhibitions, which includes liaising with the school facilities staff in the construction and dismantling of the exhibition boards, painting boards, and display work.
- Working flexibly as part of the faculty team.
- Communicating effectively with the rest of the team.
- Supporting Health and Safety Compliance as part of the wider staff team (in liaison with the teaching team and Compliance Officer).
- Break and/or lunchtime duties as directed.
- Supporting the display of students' work around the school.
- Undertake first aid training to enable first response to students with injuries in the classroom.

### **Additional Responsibilities**

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To be responsible for keeping up to date with relevant legislation, regulations, standards and the Trust and Schools policies and procedures.
- To be pro-active in suggesting and be able to implement improvements made in service delivery, systems, processes and / or working methods that enhance service delivery and / or generate savings to the Trust or individual schools.
- To achieve service outcomes and outputs, and personal appraisal targets, as agreed with the School Leader.  
To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To be committed to the Trust and School's core values and ethos and to demonstrate this commitment in the way duties are carried out.
- Maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the Data Protection and the Equality Act at all times.
- To carry out duties and responsibilities in accordance with the Trust's Health and Safety Policy and relevant Health and Safety legislation.
- Demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents, observing proper boundaries and having regard to the safeguarding and wellbeing of students.
- The post holder is responsible for ensuring all child protection policies are adhered to and that any concerns or incidents are raised in accordance with these policies.
- To undertake any other reasonable tasks as are required from time to time at the discretion of the Headteacher and the School Leader: Performance and Creativity.

## Person Specification

Qualifications and Training	Essential	Desirable
Educated to GCSE, with good grades in Maths & English (C/4 or better, or equivalent)	✓	
Qualification or completed training course(s) in art, design and technology, textiles, food preparation, food hygiene, performing arts, lighting or sound technology		✓
First Aid qualification or willingness to gain such a qualification and undertake first aid responsibilities	✓	
Experience		
Demonstrable experience of working in an classroom environment		✓
Experience of working with children and young people	✓	
Ability to maintain and manage student behaviour	✓	
Experience of managing equipment stock levels and sourcing and ordering of equipment and materials	✓	
Experience of using Microsoft Office Suite	✓	
Experience of using Email/Internet	✓	
Experience or aptitude for presentation and display	✓	
Personal Skills		
Have a flair for innovation and creativity in setting up displays and exhibitions in classrooms	✓	
Excellent organisational skills	✓	
Must be well presented and maintain a positive, professional attitude	✓	
Must be trustworthy and able to demonstrate high levels of discretion and maintain confidentiality of information/data at all times	✓	
Able to absorb and understand a wide range of information	✓	
The ability to work under pressure and ensure that deadlines are met	✓	
Ability to work as part of a team, understanding own and others roles & responsibilities	✓	
Committed to professional development and training	✓	
Administrative Skills		
Experience of maintaining accurate records and filing systems	✓	
Attention to detail in communication, planning and undertaking activities	✓	
Communication Skills		
Have strong communication and interpersonal skills and be able to communicate effectively in the manner appropriate to the individual situation	✓	
Ability to forge professional working relationships with staff and students	✓	