



Midsomer Norton  
Schools Partnership

**Job Description – Technician**



**Buckler's Mead**  
ACADEMY

**Grade:** B&NES Grade 2  
**Responsible to:** Deputy Head

**1. JOB PURPOSE**

- To provide technical and administrative support to Design & Technology, Art & Photography and also to other departments as required.
- Assisting students if asked by teaching staff.
- Arranging for or undertaking maintenance, cleaning and testing of specialist equipment in both department areas.
- To contribute to the wider academy by supporting with school initiatives when required.
- To provide technical support, practical assistance and advice where required to staff and students of the academy.
- To support academy performances, shows and other events.

**2. MAIN DUTIES AND RESPONSIBILITIES**

- To prepare classrooms and workshops for use by staff and students, ensuring a safe and tidy working environment.
- To prepare, supply and collect teaching materials, displays, apparatus and equipment, providing technical assistance.
- To support teaching staff and students on the safe and economic use of equipment and materials (including electrical equipment).
- To work with teaching staff in the creation of new teaching resources and materials.
- To demonstrate, advise and assist in practical activities.
- To have delegated responsibility, where required, for purchase of relevant items locally when authorised, assessing the availability of suitable alternatives in line with best value principles and maintaining records of transactions and expenditure in accordance with the academy's financial guidelines.
- To maintain, clean and repair equipment, seeking specialist assistance when necessary, in order to ensure safe and efficient operation.
- To be responsible for the safe storage of equipment and materials and the disposal of hazardous materials, according to the relevant regulations and procedures.
- To ensure that classrooms and all equipment used are kept clean, tidy and in a safe condition.
- To assist in the organisation and preparation of displays for Open Evenings and other events.
- To undertake appropriate administrative duties when necessary.
- To ensure that all COSHH/Health and Safety regulations are complied with.
- To assist and support teaching staff with the delivery of practical activities in lessons.
- To assist in other departments as directed by the Headteacher/Senior Leadership Team

**ADDITIONAL DUTIES:**

Set design for the academy production  
Accompanying academy trips and visits as required  
To assist in the production of publicity and promotional material as required

**3. QUALIFICATIONS AND EXPERIENCE**

It is expected that the successful candidate would possess the following attributes:

<b>Essential</b>
• Confident in the use of technical and practical equipment
• Enthusiasm for supporting young people
• Good communication skills
• Experience in dealing with third parties
• Computer literacy is required
• The ability to work as a member of a team

<ul style="list-style-type: none"> <li>• Willingness to undergo additional training as required</li> </ul>
<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> </ul>
<ul style="list-style-type: none"> <li>• An interest in design, technology and craftsmanship</li> </ul>
<ul style="list-style-type: none"> <li>• A knowledge of Health and Safety regulations and safe working practices</li> </ul>
<ul style="list-style-type: none"> <li>• Competent in the use of Microsoft Office, Google and other IT systems</li> </ul>

**4. PHYSICAL EFFORT**

The postholder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying students' work, assisting students during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.

**5. WORKING ENVIRONMENT**

During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be more extreme than normal.

**6. GENERAL**

- The postholder will be expected to undertake any appropriate training provided by the Trust and/or academy to assist them in carrying out any of the above duties.
- The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns as directed by Buckler's Mead Academy policies.
- The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.
- Midsomer Norton Schools Partnership and Buckler's Mead Academy are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS Certificate is required for this post prior to commencement

**Post Holder:**

Name:

Signature:

Date:

**Line Manager:**

Name:

Signature:

Date: