

Job Description

Job Title	Technician
Grade/Salary	Grade 3 (SCP 3 - 4)
Reporting To	Head of Department/Line Manager nominated by Head of Department

Job Purpose

- Support learning by providing practical support for lessons, under the instruction of teaching staff;
- Prepare and maintain learning resources in subject area.

Key Responsibilities and Accountabilities

The post holder will:

- Support learning by setting up and clearing down after practical lessons, ensuring that learning time is not lost through set up/lack of resources being available;
- Prepare for lessons accurately and in good time;
- Support the use of equipment (generally, non-specialist equipment) and materials, as required by staff, or as the curriculum requires;
- Maintain and monitor stock levels and prepare requisitions for equipment, following Trust guidelines and processes;
- Support learning activities, under the guidance and direction of the teacher;
- Provide support, direction and guidance to students during learning activities;
- Create and maintain a purposeful, orderly and productive working environment, including any stock rooms;
- Carry out cleaning of equipment and preparation/storage areas;
- Maintain records, relating to stock and department resources, as required;
- Support Health and Safety practices by maintaining equipment in good order, ensuring routine maintenance or other checks take place;
- Ensure Health and Safety regulations are met through maintaining safe learning and storage areas;
- Reports any hazards or Health and Safety concerns, including damaged or broken equipment, to the Facilities team;
- Support learning through ensuring a regular and effective ordering system for resources is in place;
- Support learning by operating an effective booking system, ensuring resources for practical lessons are available and set up in good time;
- Where required, demonstrate safe and effective use of equipment or materials;
- Provide administration support, as and when required;
- Take registers or supervise a class for a short period of time, whilst the teacher is out of the room.

Responsibilities for people (line management)

- None

Responsibilities for Resources

- Effective use of materials and resources

Responsibilities for Budgets

- None

Performance Management and Review

- Objectives and professional development plans will be balanced between the Trust, personal and school-focused objectives and will be formally agreed with your line-manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required;
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Performance Management Policy.

Core responsibilities and duties

All postholders are required to:

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place;
- Read, uphold and promote the safety and well-being of students as set out in the Trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals;
- Work effectively as part of team;
- Attend relevant meetings, as required;
- Participate in training and other learning activities and performance development as required;
- Treat all users of the school with courtesy and consideration;
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all;
- Be proactive in seeking appropriate advice and guidance where required;
- Flexible and willing to work between different sites as required.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person Specification

			Assessed by:	
No.	Categories	Essential or Desirable	App Form	Interview or Task
Qualifications				
1.	Basic numeracy and literacy skills;	E	✓	
2.	Level 2 Numeracy/Literacy qualification or willingness to work towards this;	E	✓	
3.	First Aid qualification;	D	✓	
Experience				
4.	Experience working with children of relevant age;	E	✓	✓
5.	Experience of working in similar specialist area (paid or unpaid);	E	✓	✓
Abilities, Skills and Knowledge				
6.	Basic IT skills, with some ability to work with MS Office packages, including Word, Excel and Outlook;	E	✓	✓
7.	Practical skills relevant to the role, gained through personal interest, or paid work;	E	✓	✓
8.	Ability to relate well to children and adults;	E	✓	✓
9.	Able to work effectively as part of a team, understanding roles and apply written and verbal instructions;	E	✓	✓
10.	Able to organise self and plan, to meet to deadlines, with minimum supervision;	E	✓	✓
11.	Basic knowledge of Health and Safety practices and understanding of safety in a school/classroom;	E	✓	✓
12.	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation;	D	✓	✓
13.	Knowledge of the equipment likely to be used in Department/specialist area;	D	✓	✓
14.	Able to make decisions as to when to involve senior staff in difficult situations;	E	✓	✓
15.	High personal standards;	E	✓	✓
16.	An excellent record of attendance and punctuality;	E	✓	✓
17.	Respect confidentiality;	E	✓	✓