



<b>Job title:</b>	Technician
<b>Grade:</b>	E
<b>Responsible to:</b>	Headteacher / Head of Department
<b>Direct supervisory responsibility:</b>	None
<b>Important Functional Relationships:</b>	<u>Internal:</u> Teaching and Support Staff, pupils, Head of Department, Headteacher, School management team, school staff.  <u>External:</u> Parents, Governors, Suppliers of goods and services

### **Main purpose of the job**

To organise the provision of practical support for the relevant curriculum area for staff and pupils at all key stages in the school/college. To assist the respective head/s of department in securing an environment in which pupils can safely pursue investigative practical work.

### **Duties and responsibilities:**

1. To prepare materials, equipment and teaching aids for classroom use, at the direction of the head of department. To tidy up and clean materials and equipment, including breakages and spillages, so as to ensure a safe and hygienic working environment at all times.
2. To support teachers and students during practical work, to include setting up demonstrations and experiments, providing advice to pupils in the development of their tasks, including the safe operation and demonstration of equipment.
3. To oversee the work of small groups of students engaged in practical tasks, as requested by the head of department and under the supervision of the classroom teacher.
4. To assist with exhibitions, demonstrations and displays as requested.
5. To supervise students assigned to the department as part of their work experience programme, under the direction of the head of department.
6. To contribute to the training and development of trainee technicians working within the department.
7. To prepare specialised tools/equipment/materials within the department (as qualified).
8. To advise members of staff and pupils on particular hazards and requirements in the use of equipment/materials in line with safety guidelines.

9. To issue and receive back materials and equipment. To check for missing and damaged equipment against inventories and inform the relevant teacher.
10. To operate a system of stock control, ensuring sufficient replenishment of materials within the approved limits and recommending any additional equipment/material requirements to the head of department. To assist in ordering stock and checking deliveries of stock when received.
11. To monitor and achieve the efficient organisation of the work and storage areas and to ensure the cleanliness, safety and security of these areas at all times.

**Additional specialist duties for textiles and food technology technical support:**

1. To prepare equipment, materials and rooms for lessons; to issue and receive tools and materials and to supervise pupils' safe and appropriate use of specialist equipment.

**General responsibilities**

1. To be aware of, and adhere to applicable rules, regulations, legislation and procedures including towards Equality and Code of Conduct, and national legislation including Health & Safety and GDPR.
2. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
3. To be responsible for your own continuing self-development, undertaking training as appropriate.
4. To undertake other duties appropriate to the grading of the post as required.

Prepared by: **SMART HR OFFICER**

Date: June 2022

## PERSON SPECIFICATION

Job Title: Technician

Date: June 2022

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b><u>Relevant Experience</u></b>	Good standard of practical knowledge, skills and experience of working in a technical support role.	Experience of working within a school/college environment.	Application form/ interview.
<b><u>Education &amp; Training</u></b>	GCSE English and Maths at Level 4 or above, or equivalent qualification.	Level 3 qualification or equivalent.  Basic Health & Safety certificate.	Application form.
<b><u>Special Knowledge &amp; Skills</u></b>	Experience with materials & procedures.  Basic ICT and clerical skills.  Good organisational skills.		Application form/ interview.
<b><u>Any Additional Factors</u></b>	Self-motivated.  Enjoys working with children/young people.  Ability to work on own initiative and as part of a team.  Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.