



JOB DESCRIPTION

Job Title:	Technician (Level 1) (includes art, design, food & science)
Salary:	TPAT Point 5
Responsible to:	Headteacher, SLT and Technician Team Leader
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External:	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, Governors, External Professional Bodies, Visitors and Suppliers of Goods & Services

Main Purpose of the Job:

To work under the supervision and direction as part of a professional team to support learning by providing technical assistance, through the preparation and day to day maintenance of teaching areas and equipment for pupils.

To work with teachers as part of a professional team to provide support to staff and students, to ensure lessons run smoothly and efficiently.

To be responsible for providing technical & administrative support to the assigned subject (art, design, food or science) & department.

Your technician role and duties will depend on the size of your School and therefore the size of the technician team. You may not be required to undertake every duty listed below and you may be asked to undertake additional duties that are at the appropriate level of responsibility for your post. The details below are not exhaustive and each School will have their own individual requirements.

Main Duties and Responsibilities:

Key Duties:

- Prepare specific resources / materials / equipment for lessons, as directed, lifting and moving equipment;
- Maintain sufficient supplies of materials to enable delivery of lessons;
- Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse;
- Clean and undertake day to day maintenance of equipment as needed and as directed to ensure it is clean and in good working order;
- Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to the line manager or teacher;
- Undertake basic record keeping as directed;
- Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards;

- Assist in delivering practical learning activities for pupils;
- Provide clerical and administrative support as directed;
- Order supplies as directed.

Teaching and Learning Duties:

- To prepare materials, equipment and teaching aids for classroom use, at the direction of the teaching staff.
- To tidy up and clean materials and equipment, including breakages and spillages, to ensure a safe and hygienic working environment at all times.
- To support staff and students during practical work, providing advice to students in the development of their tasks, including the safe operation and demonstration of equipment.
- To oversee the work of small groups of students engaged in practical tasks, under the supervision of the classroom teacher.
- To ensure (art, design, food & science) lessons are prepared with appropriate apparatus for practical sessions, class assessments and internal and external examinations.
- Under the direction of the teacher, provide support, guidance and demonstrations to pupils when using (art, design, food & science) apparatus.
- To ensure all (art, design, food & science) apparatus are cleared at the end of each lesson and stored appropriately.
- To regularly service apparatus to maintain an inventory of equipment, to ensure equipment is clean, working appropriately and any identified faults reported to your Line Manager.
- To prepare orders for equipment / materials required by the department and check orders against deliveries.
- To regularly review health and safety procedures within the classroom and keep up to date with regulations and procedures.
- To liaise with the ICT team and site service department to resolve problems with computers/facilities.
- To provide administrative and clerical support as directed by the teacher eg display work, reprographics, entering data and any other administrative duties associated with the role.
- To maintain the department's photocopiers, restock paper / ink, and provide reprographics assistance to teachers as required.
- To ensure photocopiers are regularly serviced and arrange for technical repair / maintenance as required.
- To contribute to the overall ethos, vision and aims of the School and the Trust.

Knowledge Skills & Experience:

- Working at or towards appropriate national occupational standards (NOS), for example laboratory and associated technical activities or supporting teaching and learning as appropriate to the type of technician role;
- Knowledge of appropriate use of materials and equipment and ability to communicate this knowledge to staff and pupils.

Art Technician

Art Technicians help ensure art lessons run smoothly and efficiently. You will need to have an art qualification. Some duties would be: Prepare materials, equipment & teaching aids for classroom use at the direction of the teacher, to tidy up & clean materials & equipment, including breakages, spillages, to ensure a safe & hygienic working environment at all times, to assist with exhibitions, demonstrations & displays as requested.

Design & Technology Technician

Design & Technology (DT) Technicians usually work as part of a team with teachers, teaching assistants and other support staff and play a crucial role in supporting and improvement of students' learning experience. They can also support science, IT as well as design & technology teachers by preparing equipment and materials and helping in practical lessons. As a DT Technician your tasks would include: Preparing, setting up and checking equipment, supporting teaching staff and students during lessons, putting away equipment after lessons, ensuring a safe environment, organising & storing equipment & check stock, repairing, maintaining & modifying equipment, administrative tasks.

Food Technician

Food Technicians help ensure food technology lessons run smoothly and efficiently. You'll need experience of preparing food. Some of the work you may be expected to do would be:

Preparing & clearing away materials & equipment, assisting teaching staff with demonstration lessons & practicals, making arrangements for maintenance & repair services to equipment, assisting in the maintenance of health & safety standards, assisting in the development of lesson plans, contribute to the planning, development & organisation of systems / procedures / policies, promoting healthy eating, maintaining stock and breakage records, catalogues & user manuals, ordering, receiving & accounting for new stock & equipment.

Science Technician

Science Technicians play a vital role in the provision of high quality science teaching in schools, from looking after laboratory equipment to helping pupils achieve their potential with one-to-one support. Science Technicians take on a wide range of tasks at work, which usually include some of the following:

Maintaining equipment, constructing & modifying apparatus, setting up experiments, taking an active part in laboratory demonstrations, ordering resources & keeping budgets, helping in practical classes, giving technical help to pupils & students, always meeting current health & safety standards.

General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.



PERSON SPECIFICATION – Technician (Level 1)

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	<p>Attainment of GCSE qualifications (or equivalent level 1 qualifications) to include English and Maths</p> <p>Subject area qualification or proven experience</p> <p>Knowledge of procedures for preparation of resources / materials, setting up, cleaning and basic maintenance of equipment</p>	<p>Basic Health & Safety Certificate</p> <p>Attainment of NVQ level 2 (or equivalent) in a related field</p> <p>First Aid Certificate</p>	<p>Application Certificates</p>
Skills and Experience	<p>Experience with equipment / materials & procedures subject to health & safety regulations</p> <p>Experience of practical competence & meticulous organisational ability</p> <p>Competent ICT & administrative skills</p> <p>Reports problems and potential hazards</p> <p>Good verbal and written communication skills appropriate to the need to communicate effectively</p> <p>Assembly, disassembly and cleaning of equipment</p> <p>May demonstrate own duties to new or less experienced staff</p> <p>Checks stock levels and may select and/order materials and equipment from suppliers under direction</p>	<p>Experience of working in a school or similar environment</p> <p>Practical experience of providing technical support in the subject area</p> <p>Familiarity with ordering & tracking purchases</p>	<p>Application Interview Assessment</p>
Specialist Knowledge and Skills	<p>Prepares materials and equipment for pupils and assists in delivering practical activities</p> <p>Implements specific health and safety policies relating to potentially dangerous materials or hazardous materials/substances</p> <p>Follows close and detailed instructions and / or is closely supervised, with little scope for discretion most problems are referred</p>	<p>Awareness of current developments in the subject area of education</p> <p>Ability to set up practical demonstrations & apparatus</p> <p>Experience with materials & procedures subject to COSHH regulations</p>	<p>Application Interview Assessment</p>

	<p>Regularly lifts and moves, pushes and pulls resources, materials and equipment which may be awkward or heavy</p> <p>Sensory attention for preparation of equipment, materials</p> <p>Works in a technical/practical area</p> <p>Little exposure to dirt, fumes, chemicals, liquids, possible hazardous materials, working in a kitchen or working with potentially dangerous equipment</p>		
Behaviours and Values	<p>Enjoys working with young people</p> <p>Self-motivated</p> <p>Ability to work on own initiative & as part of a team</p> <p>Flexible approach to work requirements</p> <p>Desire to enhance and develop skills and knowledge through CPD</p>		<p>Application Interview Assessment</p>

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