**General Technician**

Brine Leas School

Grade 4 £23,500

Hours: Flexibility over working hours will be considered between **32.5** to **37** hours per week, The candidate will also need to be flexible to undertake occasional evening work as and when required in line with the school calendar and events

Pension Scheme + Employee Assistance Programme + Additional Brine Leas School Benefits + Priority admission for children of staff + Comprehensive induction programme

**Job Purpose**

The role of the General Technician is to support the smooth running of various department across the school, including Drama, IT, Media, Music, and PE (Physical Education). Performing general maintenance and administration duties to ensure the teaching environment for each department is kept to a high standard.

The post holder will support the various departments in ensuring the asset management of resources is maintained and assist in the requisition of equipment and services to ensure the smooth running of the departments

Work under the instruction of the Systems Administrator and curriculum leads within each department, to support access to learning for students and provide general support to the teachers in the setup of the classroom environment.

**Reporting to: System Administrator**

Main Areas of Responsibility

**Supporting Drama Department**

* Manage and maintain the departments Asset Register
* Organising and implementing planned maintenance as required
* Maintaining stores in a tidy and organised fashion
* Assist with basic lighting in lessons, shows where you will assist a 3rd party professional provider, and open evenings
* Sourcing and purchasing of equipment
* Exam support – Assist in filming students exam pieces

**Supporting the IT Department**

* Assisting with the management and maintenance of the departments Asset Register
* Delivery and pick up of booked classroom resources
* Complete weekly room checks reporting any issues the IT Technicians
* Work with the IT Technicians on the general Maintenance of IT rooms, projectors, and sound
* Assist with general IT requests, such as password changes, printing badges, printer credits, etc
* Exam support – work with the IT Technicians setting up audio and visual requirement for exams

**Supporting the Media Department**

* Manage and maintain the departments Asset Register
* Maintaining stores in a tidy and organised fashion
* Assist department with camera support
* Assist the IT Technicians and subject teacher in explaining basic use of the iMacs and supporting students in their use.
* Organising and implementing planned maintenance as required
* Exam support – assist the subject teachers as required

**Support the Music Department**

* Manage and maintain the departments Asset Register
* Maintaining stores in a tidy and organised fashion
* Organising and implementing planned maintenance as required
* Exams support - assist the subject teachers as required

**Support the PE (Physical Education) Department**

* Manage and maintain the departments Asset Register
* Assist with change of season equipment setup (netball/tennis Courts, Football posts, etc)
* Ordering and liaising with third party providers (eg. line drawing etc)
* Schedule maintenance (servicing of equipment)
* Class room support – setting up equipment
* Exam support - assist with moderation filming

**Additional Responsibilities**

* Hours/shifts worked to be worked flexibly to meet the requirements of the school during term time.
* Maintain confidentiality at all times in respect of school related matters.
* To provide clerical/admin support as required e.g. photocopying, word processing, filing.
* To attend evening events as and when required.

School Ethos

* To undertake such other duties as may be required, commensurate with the level of responsibility of the post, in any location within the school site/s and in accordance with the School’s Flexibility Policy.
* To engage actively in the performance review process, addressing appraisal objectives set in conjunction with the line manager each autumn term.
* To participate in training and other professional development learning activities as required.
* To promote equal opportunities and celebrate diversity in all aspects of the school.
* To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
* To support and attend school events such as open evenings.
* To actively promote the School and Trust corporate policies.
* To adhere to the school’s Staff Code of Conduct and the Dress Presentation Code.
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
* To be familiar with and promote safeguarding requirements, demonstrating adherence to the DFE Guidance ‘Keeping Children Safe in Education’ and the school’s Child Protection policy.
* To be aware of and to comply with all school and Trust policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Employees must comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

The job-holder will ensure that school policies are reflected in their work, in particular those relating to:

1. Equal Opportunities
2. Health and Safety
3. General Data Protection Regulations (2018)
4. Safeguarding Children

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the school in relation to the post holder’s professional responsibilities and duties.

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| **Important The Rehabilitation of Offenders Act**  The provisions of the Rehabilitation Act relating to the non-disclosure of spent convictions do not apply to this job, **you must**, **therefore, disclose whether you have any previous convictions at the point of application for this post.**  If successful, you will also be required to apply for a Disclosure and Barring service check (DBS). The level of check required for this job is an Enhanced disclosure. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren’t “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the School’s privacy statement. |

I understand and accept the job duties and responsibilities contained in this job description.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Specification

| Attributes | Essential | Desirable |
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| **Qualifications, Knowledge &**  **Training** | English and Maths GCSE, or equivalent, at grade 4 or above. | Previous experience working in a similar role in a school. |
| **Personal Skills,**  **Abilities &**  **Qualities** | Good literacy and numeracy skills  Good interpersonal and communication skills  Highly organised and motivated individual who enjoys variety  Good organisational and planning skills, including prioritising tasks  Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities  Ability to work using own initiative, exercising good judgement where unsupervised | Experience of working with a range of stakeholders |
| **School Ethos** | Enthusiasm for and commitment to the achievement of the School/MAT’s overall vision for success at all levels  Ability to build and sustain professional standards and personal boundaries with children and young people  Emotional maturity and resilience in working in a fast-paced environment  Empathy with the aims and objectives of Brine Leas School and The Cornovii Trust  Willingness to continue professional development  Commitment to maintaining high standards and expectations  Commitment to contributing to school life as a whole  Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students. |  |