

Salary:	NJC Pay Scale Grade B
Responsible to:	Line Manager
Date of Job Description:	15/07/2011

Purpose of the Role:

To work with teachers 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.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key duties:

1. Prepare specific resources / materials / equipment for lessons, as directed following instructions;
2. Monitor supplies of materials to enable delivery of lessons;
3. Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse;
4. Clean and undertake day to day maintenance of equipment as needed and as directed to ensure it is clean and in good working order;
5. 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;
6. Undertake basic record keeping as directed.

Individuals in this role may also:

1. Assist in delivering practical learning activities for pupils;
2. Provide clerical and administrative support as directed;
3. Check and order supplies as directed;
4. Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.

Indicative knowledge, skills and experience

- Literacy and numeracy skills;
- Ability to carry minor loads; lift and move resources, materials and equipment which may be awkward;
- Willingness to learn new knowledge and skills in a range of setting e.g. safely managing hazardous materials in a science prep-room or working with potentially dangerous equipment in a workshop