

## Job Description

<b>Post Title:</b>	<b>Technician Grade 1 [Code 405]</b>
<b>Scale:</b>	4
<b>Hours:</b>	37 hours per week / Term Time incl INSETs + 12 days [46.987 paid weeks]
<b>Base:</b>	Helston Community College
<b>Responsible to:</b>	Headteacher / Head of Department / Senior Technician [as appropriate]
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal / External</b>	<u>Internal:</u> Headteacher, Teaching Staff, Support Staff, pupils. <u>External:</u> LA representatives, parents and carers, Governors, visitors

### **Main Purpose of the Post:**

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

### **Main Duties and Responsibilities:**

1. To prepare materials, equipment, hand tools [as appropriate] and teaching aids for classroom use, at the direction of the head of department.
2. To monitor, tidy up, clean and maintain materials and equipment, including spillages and breakages, to ensure a safe and healthy working environment at all times.
3. To support teachers and students during practical work, to include setting up demonstrations, providing advice to students in the development of their tasks, including the safe operation and demonstration of equipment.
4. To oversee the work of small groups of students engaged in practical tasks, as requested by the head of department and under the direction of the classroom teacher.
5. To assist with exhibitions, demonstrations and displays as requested.
6. To supervise students assigned to the department as part of their work experience programme, under the direction of the head of department / senior technician.
7. To prepare specialised tools / equipment / materials within the department [as qualified].
8. To advise members of staff and students on particulars hazards and requirements in the use of equipment / materials / experiments in line with DATA/COSHH/ CLEAPPS guidance. To remain aware of current safety guidelines and legislation.
9. To check for missing and damaged equipment against inventories and inform the relevant teacher.

10. To check and test machinery routinely to ensure its good safe working order and to undertake maintenance, repairs and servicing where needed and within the limits of the post holder's skills and training. To maintain documentation of the checking and testing routine. To recommend any necessary repairs or arrange further maintenance for equipment on the approval of the head of department.
11. 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.
12. 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.
13. To be responsible for ensuring all equipment is compliant with Electrical Safety Regulations. To arrange for / complete [as trained] annual portable electrical equipment testing and ensure associated records are maintained.

#### **General / Other:**

14. To remain aware of and work within all relevant Trust / school practices, policies and procedures, including Health and Safety, Equal Opportunities, Code of Conduct and Data Protection.
15. To be aware of and work in accordance with Safeguarding and Child Protection policies and procedures in order to promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
16. To maintain confidentiality of information acquired in the course of undertaking duties.
17. To be responsible for your own continuing self-development, undertaking training as appropriate.
18. To play a full part in the life of the Trust community, to support its ethos and promote its co-operative values and ethical principles.
19. Although the role is primarily with the appointing school, staff may be deployed, within reason and subject to discussion, in any setting across the Trust.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary, reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, in consultation with you, may be changed by the Trust to reflect or anticipate changes in the job commensurate with the scale and job title.

## **Person Specification**

Job Title: Technician – Grade 1 [Code 405]  
 Person specification prepared by: Southerly Point Co-operative Multi-Academy Trust  
 Date: March 2019

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
<b>Relevant experience</b>	1. Good standard of practical knowledge, skills and experience of working within a technical support role	A. Experience of working within a specialist technical support role within a school / college environment	Application form  Interview
<b>Education &amp; Training</b>	2. 5 GCSEs [A* - C] or equivalent, including English and Maths  3. Good levels of literacy and numeracy	B. Basic Health and Safety Certificate	Application form
<b>Knowledge &amp; skills</b>	4. Experience with materials and procedures subject to COSHH Regulations.  5. Excellent communication skills, both verbal and written  6. Competent use of ICT packages		Application form  Interview
<b>Any Additional Factors</b>	7. Ability to remain calm under pressure  8. Ability to relate well to young people and adults  9. Flexibility and reliability  10. Self-motivated and shows initiative  11. Can work individually and also as part of a team  12. Demonstrates a commitment to: <ul style="list-style-type: none"> <li>• Co-operative Values</li> <li>• Promoting the school and Trust's vision and ethos</li> <li>• Ongoing relevant professional self-development</li> <li>• Safeguarding and child protection</li> </ul>		Interview

Self Help    Self Responsibility    Equity    Equality    Democracy  
 Solidarity    Social Responsibility    Honesty    Openness    Caring for Others