

JOB DESCRIPTION

Job title: STEAM Technician

Responsible to: Senior Technician

Responsible for: n/a

Hours: 22 hours a week, 39 weeks per annum (term-time)

Salary: Col2 (£23,605 to £24,505) Pro-rated £11,913 to £12,367



Main purpose

Provision of technical support for Design / Engineering, Art, and Computer Science lessons. Co-ordinating the practical resources and facilities required and provide assistance and advice in the practical needs of lessons. This will include liaising with teaching and support staff. As a member of the Technician Team, assistance may also be required to support other curriculum areas.

Qualities

An organised, practical and pro-active team player with the ability to work with all members of the school community. To be flexible and positive towards changes in day-to-day working arrangements and priorities, which are liable to change at short notice.

It is the expectation that all members of staff will:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, finance, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required

Main Duties and responsibilities

1. Technical support for lessons, including:
 - Liaising with teaching staff and ensuring appropriate arrangements are in place for the effective support of lessons
 - Providing technical advice and assistance to teachers and students, including assisting with practical lessons where appropriate
 - Ensure all equipment and resources are stored and organised correctly (frames, tools, paints, paper, clay, etc.)
 - Preparation and setting up of equipment and resources. Clearing away and cleaning of equipment
 - Adhering to RAs (sharps and ceramics)

2. Liaise with teaching staff to ensure that all teaching and associated support activities are in accordance with the relevant Health and Safety legislation, including:
 - All necessary risk assessments, COSHH assessments, etc are in place, are available to staff, are complied with, and are reviewed and updated as necessary
 - Regularly consult and implement the relevant up-to-date guidance
 - The safe disposal of materials
 - Ensure the correct PPE is utilised where necessary
3. General maintenance of stores and preparation area, including:
 - Care and maintenance of stores, drainage systems, etc
 - Reporting required repairs as appropriate
 - Stocktaking
4. Other duties:
 - Provide technical support to events such as outreach and F1 project
 - Liaise with local, regional, and national organisations to ensure best practise
 - Provide support to local partnership schools through advice around practises

This document outlines the current duties required and the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed.

As a Technician within Colyton Grammar School, you'll be able to contribute to a safe and efficient learning environment within the wider team and will have the opportunity to develop your skillset with key training and development opportunities available.

The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

Person Specification

Attribute	Essential	Desirable
Education and training	<ul style="list-style-type: none"> - 5 GCSEs including English, Maths, grade C or above (or equivalent) 	<ul style="list-style-type: none"> - Workshop familiarity
Experience	<ul style="list-style-type: none"> - Knowledge of Health and Safety legislation including COSHH regulations - Knowledge of safe working practises in relation to the handling and usage of hazardous equipment and tools 	<ul style="list-style-type: none"> - Previous work in secondary education setting - Manual handling - Experience in one of the areas of metalwork or woodwork
Other skills and qualities	<ul style="list-style-type: none"> - Excellent interpersonal skills with ability to engage with variety of stakeholders - Able to foster effective working relationships within a team - Good organisational skills - Pro-active and self-motivated - Flexible and adaptable - Able to work under pressure in a busy environment - Ability to work effectively both alone and in a team - Ability to communicate and relate effectively with students, staff, parents and external agencies - Good IT skills - Deal appropriately with confidential and sensitive information 	<ul style="list-style-type: none"> - Willingness to engage with the wider life of the school such as supporting the 11+ exams and extra-curricular trips