



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

TECHNICIAN

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Provide specialist technical support services to the school, including the preparation of materials for lessons, setting up equipment for class practical sessions, and maintenance of resources and support to staff and pupils ensuring that all Health and Safety regulations are adhered to.
2. Support the learning within the classroom during lessons.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Support for Pupils

- 1.1 Support pupils in accessing learning activities using specialist skills, training and experience.
- 1.2 Assist pupils in the setting up and use of equipment.
- 1.3 Demonstrate skills and techniques as required.
- 1.4 Assist pupils with the reading of instructions during practical lessons as required.
- 1.5 Use specialist skills/training/experience to support pupils.

2. Support for Teachers

- 2.1 Prepare and set up practical lessons, ensuring all is in good order on completion.
- 2.2 Be responsible for and ensure the creation and maintenance of a clean and orderly working environment.
- 2.3 Use or prepare equipment/machinery/materials for students use in practical work and examinations as required by teaching staff.
- 2.4 Assist teaching staff with practical work.
- 2.5 Be responsible for keeping and updating records as agreed with teachers and Directors of Learning, including the production of analysis and reports as required.
- 2.6 Promote and ensure the Health and Safety, and good behaviour of pupils at all times.

- 2.7 Design, prepare and maintain specialist equipment/resources as required by staff/curriculum/lesson plans, and assist others in their use.
- 2.8 Assist in the development of lesson/work plans, administration of coursework, worksheet and guidance on the use of resources etc.
- 2.9 Administer routine tests, contribute to the invigilation of examinations as required and undertake marking of pupils' work within a specialist area and record achievement/progress.
- 2.10 Contribute to planning, development and organisation of systems/policies/ procedures.
- 2.11 Create and maintain a purposeful, orderly and productive working environment.
- 2.12 Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials.
- 2.13 Assist in the development of guidance on the use of resources and equipment.
- 2.14 Contribute to planning, development and organisation of systems/procedures/policies.
- 2.15 Ensure that work areas are maintained in a clean and safe condition appropriate to health and safety standards.

3. Support for the Curriculum

- 3.1 Monitor and manage stock and equipment within an agreed budget, cataloguing resources and undertaking audits as required.
- 3.2 Maintenance of specialist equipment, check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others.
- 3.3 Implement agreed work programmes/practical lessons under the guidance of the teacher.
- 3.4 Provide specialist advice and guidance as required.
- 3.5 Assist in the undertaking of COSHH assessments and risk assessments prior to the start of practical lessons.
- 3.6 Supervision of the requisite Health and Safety checks.
- 3.7 Demonstrate and assist in the safe and effective use of specialist equipment/materials.

4. Other Responsibilities

- 4.1 Be aware of and comply with policies relating to safeguarding (including child protection), health and safety, confidentiality and data protection.
- 4.2 Actively promote the ethos of the school within day-to-day activities, including taking part in lunch and/or break duties.
- 4.3 Invigilate examinations as required.
- 4.4 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 4.5 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 4.6 Contribute to the wider life of the Trust and the Star community.
- 4.7 Carry out any such duties as may be reasonably required by the Trust.

5. Records Management

- 5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
QUALIFICATIONS				
1.	GCSE English, Maths and Science or equivalent e.g. Adult Literacy/Numeracy at level 2.	E	✓	
2.	A Levels or NVQ Level 3 in a relevant discipline or equivalent qualification or experience.	E	✓	
3.	Evidence of continuous professional development.	E	✓	
4.	Level 3 Laboratory and Associated Technical Activities (LATA) or NVQ3 for Laboratory Technicians in Education or Level 3 Certificate in Laboratory Technical Skills or equivalent.	D	✓	
EXPERIENCE				
5.	Experience of working in the relevant discipline.	E	✓	✓
6.	Experience of working as part of a team.	E	✓	✓
7.	Experience of carrying out risk assessments.	D	✓	✓
8.	Experience of working with pupils of relevant age, assisting in their development.	D	✓	✓
9.	Experience of working within an educational setting.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
10.	Knowledge of Health & Safety legislation as it relates to the work of a school.	E	✓	✓
11.	Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.	E	✓	✓
12.	ICT skills to research, present and communicate effectively.	E	✓	✓
13.	Ability to identify work priorities and manage own workload and that of others.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
14.	Ability to monitor, control and keep financial records according to the requirements of the school.	E	✓	✓
15.	Ability to maintain accurate work records and inventories.	E	✓	✓
16.	Ability to carry out risk assessments.	E	✓	✓
17.	Ability to demonstrate developed interpersonal and communication skills.	E	✓	✓
18.	Ability to prepare equipment and materials for lessons, as requested by the teaching staff.	E	✓	✓
19.	Ability to establish positive relationships with pupils, including those with special educational needs.	E	✓	✓
20.	Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals.	D	✓	✓
21.	Knowledge of GCSE and A Level exam board requirements.	D	✓	✓
PERSONAL QUALITIES				
22.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
23.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
27.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
28.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓