Job Description and Person Specification

Technician (Technology) Level 2 GR9040

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| **Job details** | |
| **Job title** | **Technician (Construction and Mechanics) Level 2** |
| **School** | **Sidestrand Hall School** |
| **Section** |  |
| **Location** | **Sidestrand** |
| **GR Number** | **GR9040** |
| **Grade** | **Scale E** |
| **Responsible to** | **Responsible to the Head of Department or other appropriate supervisor but works to the requirements of individual teachers on a day to day basis.** |
| **Responsible for** |  |
| **Effective date** |  |

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| **Role and context** |
| **Job purpose** |
| * Under the overall direction and control of the Head of Department or Senior/and or Technicians and in accordance with the procedure of the school work with teaching staff to support the teaching and learning in the department by ensuring the effective preparation, maintenance and storage of tools, materials, equipment, furniture and fittings and undertake learning activities with pupils and teachers. * Can act as a cover supervisor if appropriately trained. * Undertakes activities in all areas of the school including workshops. |
| **Context** |
| Job family: Technicians |
| **Other Job Information (e.g. any special factors or constraints)** |
| In addition to the responsibilities of the technician (technology) level 1 (GR9039), has a significant and effective contribution to learning, evidenced by one of more of the following:   * Working closely with pupils, giving demonstrations and providing learning support, information and guidance. * Contributing to developing schemes of work * Undertaking cover supervision * Working as sole technician covering a breadth of disciplines.   . |

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| **Principal Accountabilities** | | |
| **Accountability** | | **Order of importance (1 = most important etc)** |
| **Planning and preparation** | | |
| To undertake preparations of materials for students’ practical work including machinery, materials for projects and designs. | | **1** |
| To produce teaching aids, storage racks and other development projects. | | **2** |
| To enquire about tools and materials that are required, their availability, cost etc and if authorised to purchase such items using the schools normal procedures. | | **3** |
| To assist in the production of technical information that is to be used by staff and students. | | **4** |
| To understand and be aware of all health and safety instructions on the use of the departments resources (e.g. tools, materials, equipment etc). | | **5** |
| **Maintenance** | | |
| To grind and sharpen hand and machine tools and have general oversight/maintenance of other hand tools. | | **6** |
| To clean, oil and carry out day to day maintenance of machine tools including regular checks, and adjustment of belts and guards. | | **7** |
| To maintain and clean benches, vices, bench hooks and stops, stools and working surface areas in all parts of the department. | | **8** |
| **Undertaking learning activities with teachers and pupils** | | |
| When requested by teaching staff, to demonstrate the use of different machinery, equipment and materials with particular regard to safety, including providing technical advice, assistance and supervision to pupils during practicals, project work and assessments. | | **9** |
| To work with students who have difficulties undertaking particular tasks and to adjust/modify apparatus for those students with learning disabilities. | | **10** |
| Where directed assist the teacher with coursework, delivery of work programmes/lessons and assessments within the specialist area. Advise teachers when required, particularly those teaching outside the specialism, being retrained or on probation. | | **11** |
| **Stock maintenance and storage** | | |
| To receive, check and store all equipment and materials reporting on stock levels and conditions as required. | | **12** |
| Check and store all deliveries in an efficient and safe manner. | | **13** |
| **Principal Accountabilities (continued)** | | |
| **Accountability** | | **Order of importance** |
| **Stock maintenance and storage (continued)** | | |
| Link with local industry in order to obtain materials and equipment that might otherwise be thrown away and sort, standardise and store such materials. | | **14** |
| **Health and safety** | | |
| To oversee the general equipment safety check which is carried out annually and to upgrade or repair any items that this check indicates requires attention. | | **15** |
| To inform Head of Department of any deficiencies in any equipment tested that would make it unrepairable or unsafe. | | **16** |
| To inform Head of Department of any general Health & Safety or other risks within the department. | | **17** |
| To attend regular training sessions to keep up to date with statutory requirements and any changes in work practice. | | **18** |
| To make certain that all equipment in the Department conforms to Health & Safety requirements by making checks on a daily, weekly and termly basis as necessary. | | **19** |
| **Administrative and other tasks** | | |
| Photocopying and duplicating. | | **20** |
| Stock control, keeping records, ordering materials, sorting out invoices and receipts, inventory checks. | | **21** |
| Supporting risk assessment and Health & Safety requirements. | | **22** |
| Carrying out other activities that can be reasonably required within the grade and scope of the post. | | **23** |
| Job has a very substantial and highly effectivecontribution to assisting with learning activities. Can also act as a cover supervisor at this grade level. | | **24** |
| **Person specification** | | |
| **Essential** | **Desirable** | |
| **Qualifications** | | |
| * Very good numeracy/literacy skills; * NVQ 3 or equivalent in teaching assistance or equivalent qualification or experience. * Skilled in carpentry/practical skills | * First aid qualification desirable | |
| **Experience** | | |
| * Experience of working with children of relevant age; * Experience of working in the Technology industry * Experience of using and maintaining machinery such as drills, saws, lathes and hand tools etc. | * Experience of working with pupils with additional needs. * Have knowledge of Health & Safety regulations/procedures | |
| **Skills/knowledge** | | |
| * Ability to self-evaluate learning needs and actively seek learning opportunities; * Ability to relate well to children and adults; * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. * Good organisation and personal management skills |  | |

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| **General information** |
| * The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job. * Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times. * Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion. * All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school’s policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. * Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. |