

FULBRIDGE ACADEMY JOB DESCRIPTION

Fulbridge Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Job Title: Whole School Resource Technician

Grade: Grade 4

Responsible to: Senior Leadership Team

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KEY TASKS:

- To monitor, order and distribute consumable stock throughout the school ensuring requests for stationary etc are fulfilled and delivered to classrooms in a timely manner.
- To keep stock inventory sheets up to date and accurate.
- To keep the Art Room well stocked of essential equipment such as paint, brushes, pencils, pastels, paper, glue etc as required by the Art Teacher.
- To aid in the preparation of science equipment for teachers prior to and, where necessary, during lessons.
- To aid in the preparation of Forest School and DT equipment prior to and, where necessary, during lessons.
- To provide some technical support to students using specialist processes on a one to one basis.
- Maintain tidiness and cleanliness of the Art Room environment, the preparation room and school resource/curriculum stores.
- To help with the organisation of materials for cover lessons in the event of teacher absence.
- To help ensure that health and safety requirements are met.
- Supporting and maintaining the school environment.
- To support specialist teachers where necessary to ensure lessons continue.
- To fulfil large scale reprographic requests when necessary.

ATTRIBUTES REQUIRED:

- The ability to communicate well with young people and teaching and support staff at all levels is required
- You must have excellent personal organisation skills and timekeeping
- Ability to maintain accurate records of stock levels.
- The desire to continue developing Art and Design, Forest School, Science and DT knowledge and understanding
- Have high Expectations of all learners and their ability within Art and Design, Forest School, Science and DT.
- To keep in line with Academy policies including Behaviour.

Variation Clause:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This procedure will be conducted by the Head of School in consultation with the post holder
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Flexibility Clause:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post consistent with funding.

The school 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.