

## **JOB DESCRIPTION**

<b><u>Title of Post:</u></b>	General Technician – Food, Art, Textiles,
<b><u>Band:</u></b>	Scale 3, point 4 to 5
<b><u>Responsible to:</u></b>	Department Teaching Staff / Deputy Headteacher / Headteacher
<b><u>Liaison with:</u></b>	Teaching and support staff, students
<b><u>Purpose of Job:</u></b>	<p>To provide full technician support to teaching staff and students particularly in the preparation and cleaning/clearing of resources for lessons and the department.</p> <p>The post may operate in any department within the school.</p> <p>The technician will be expected to use his or her initiative to maintain an efficient and smooth running area, including working unsupervised.</p>
<b><u>Duties &amp; Responsibilities:</u></b>	<ul style="list-style-type: none"><li>• Maintaining and cleaning the rooms and equipment to a hygienic and safe standard and keeping the storeroom organised</li><li>• Weighing out ingredients and preparing materials for lessons when required</li><li>• Recording temperature of refrigerators and keeping them clean</li><li>• To ensure items are laundered where necessary</li><li>• To ensure all demonstration materials, equipment and provisions are available for use by the teaching staff</li><li>• To maintain stock and breakage record</li><li>• To assist in the maintenance of supplies for the department in liaison with heads of departments</li><li>• To undertake minor repairs to resources (e.g. mending books)</li><li>• To assist students with access to resources as appropriate</li><li>• To clear classrooms/work areas after lessons, undertake washing up, minor cleaning of surfaces, return of resources to appropriate storage etc. as required</li><li>• To liaise with other departments as required</li><li>• To use ICT equipment for retrieving information/resources</li><li>• To assist the Reprographics Technician to provide an efficient and effective reprographics service to the school as required</li></ul>

- To assist in ensuring that all printing and finishing for the school is presented correctly and completed within the agreed deadline
- To undertake display work
- To assist in ensuring the safe conduct of students in the department
- Responsibility for promoting and safeguarding the welfare of the students
- To ensure the application of Health and Safety procedures and to raise awareness of H&S issues
- To undertake examination invigilation if required
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

### PERSON SPECIFICATION - GENERAL TECHNICIAN

General heading	Detail	Desirable
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of working in a specialist area in a learning environment NVQ Level 2 or equivalent in specialist area
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and general understanding of the school
	Literacy	Good literacy skills - essential
	Numeracy	Good numeracy skills - essential
	Technology	Excellent working knowledge of equipment and ICT packages relevant to specialist area
<b>Communication</b>	Written	Ability to write reports, letters etc
	Verbal	Ability to use clear language to communicate complex information unambiguously Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults Knowledge of specialist terminology etc.
	Negotiating	Ability to negotiate effectively with adults and children
<b>Working with children</b>	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Understand and support the differences in children and adults in relation to the role
	Curriculum	Good understanding of the school curriculum relevant to specific area
	Child Development	Good understanding of how the role contributes to child development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Ability to make a contribution to the work of the team supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively and work to deadlines
	Creativity	Demonstrate a creative approach to supporting learning
<b>General</b>	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and support child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role