

# THE FITZWIMARC SCHOOL



## JOB DESCRIPTION

<b>Post:</b>	General Technician & Library Assistant
<b>Responsible to:</b>	Curriculum Resource Co-ordinator
<b>Band:</b>	Band 2M points 3-5 (2020 Scale 3 pts 4-5)
<b>Purpose of the job:</b>	To provide an efficient and effective service to support teaching & learning across the school.

### Postholder

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#### Duties and responsibilities

- Support departments across the school to deliver an effective teaching and positive learning experience to our pupils.
- Produce letters, emails, reports and worksheets as required.
- Inputting of data into spreadsheets and other MIS systems as instructed and prepare reports for analysis by departments including departmental records, test and exam results, surveys etc.
- Undertake filing and photocopying as required
- Provide support to librarian with return and issue of books, shelving, updating catalogues, undertake repairs to books and resources, update displays
- In absence of Librarian provide library cover –monitoring pupil behaviour and conduct and assisting pupils and staff with library procedures
- Arrange preparation and production of worksheets, booklets, posters, leaflets etc. in liaison with Resources Department.
- On behalf of HOD communicate with external suppliers e.g. chasing orders, queries, making enquires for information on trips, visits, or resources etc.
- Collating information /work for classroom and corridor display.
- Organising, installing and maintaining classroom and corridor displays
- Assist departments with preparation for and setting up of Open Evenings.
- Assist the exams office with administration and setting up of exams as required
- Assist departments with the maintenance of their Asset Register of equipment owned/held by departments
- Assist departments with stocktaking and sourcing of materials, checking deliveries organising and maintaining records.
- To undertake administration for departmental trips and accompany trips if required.
- To undertake invigilation of both public and internal examinations as required
- To undertake any training required, commensurate with the post

#### General

- 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

## **NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the head teacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Agreed by.....(Postholder)**

**And .....(Headteacher)**

**Date .....**