**Job Description**

**Post Title** Technician 2 AA655

**Evaluation** 427 Points **Grade:** N4

**Responsible to** Head Teacher or other designated teacher or Senior

Technician

**Responsible for** N/A

**Job Purpose** To provide technical support to the Teaching Departments as required. This may be provided to one or more specific departments (e.g. Science, Technology, Creative/Performing Arts) or on a whole school basis (e.g. Media/AV).

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1 Teaching Aids and Resource Materials, to include:

(a) preparation and setting out of equipment, materials and other resources for practical lessons in an orderly and presentable manner, in accordance with Department/School risk assessments;

(b) preparation of specific resources from a number of components for

practical use;

(c) checking items for class use in order to ensure that they are functional and sufficient in quantity;

(d) checking that the above items are returned for each class;

(e) constructing simple equipment/apparatus;

(f) care and appropriate handling of resources.

2 Care, Maintenance and Repair of Equipment, to include:

(a) visual checking and routine cleaning/care of equipment;

(b) returning equipment to storage as soon as practicable;

(c) undertaking safety checks (e.g. portable appliance electrical testing) and

 keeping of appropriate records;

(d) undertaking simple repairs;

(e) advising line manager if more substantial repair or maintenance has to be

 carried out.

3 Control, Storage and Disposal of Materials, to include:

1. maintaining stock levels and advising line manager of items and quantities

required;

1. ensuring safe and secure storage of materials;
2. safe disposal of waste materials.

4. Care and Maintenance of Teaching Environment, to include:

1. general tidying of equipment, materials and other resources within all

teaching and preparatory rooms;

(b) keeping cupboards stocked, tidy and labelled.

5 Display and Demonstration Work, to include:

1. setting up equipment/apparatus and materials for demonstrations as

requested;

(b) checking that the above is functioning correctly.

6 Liaison with Teaching Staff, to include:

1. advice to teachers on the safe and effective use of equipment/apparatus

and materials;

1. advice on the availability of equipment, materials and other resources;
2. notify line manager of any ways in which efficiency and safety could be improved;
3. to work as a member of a Technical Team with regard to the educational

aims of the department and school.

7 To promote and implement the Council’s Equality Policy in all aspects of

employment and service delivery.

8 Assist in maintaining a healthy, safe and secure environment and act in

accordance with the School’s policies and procedures

9 The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.