

### Job Description

<b>Post Title:</b>	<b>Technician</b>
<b>Salary/Grade:</b>	Grade 3
<b>Purpose:</b>	To work with teachers as part of a professional team to support learning by providing technical assistance through working with students in the delivery / demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for pupils.
<b>Reporting to:</b>	Asst School Business Manager
<b>Working Time:</b>	37 hours per week term time + 5 days
<b>Disclosure level:</b>	Enhanced
<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning:</b>	<ul style="list-style-type: none"> <li>• Plan, prepare and set up specific resources / materials / equipment for lessons, as directed by the class teacher</li> <li>• Contribute to the development of lesson and work plans</li> <li>• Implement structured and agreed practical learning activities for groups or on a one-to-one basis, as prepared by, and under the direction of, the class teacher</li> <li>• Develop, prepare and maintain specialist resources as required</li> <li>• Ensure the safe and secure storage of allocated resources / materials / equipment to prevent unauthorised access / misuse</li> <li>• Clean and undertake maintenance of equipment as needed to ensure it is clean and in good working order</li> <li>• Update records, including production of reports, requisitions for resources and analysis of information</li> <li>• Contribute to planning and development of systems, policies and procedures for their technical area.</li> <li>• There will be additional hours required after school to support school productions and events.</li> </ul> <p>Individuals in this role may also:</p> <ul style="list-style-type: none"> <li>• Ensure the adherence to health and safety regulations by technical support staff within the school</li> <li>• Supervise the training and development of other technical support staff, demonstrate the use of equipment to technical and other staff</li> <li>• Provide clerical and administrative support to the classroom teacher as directed</li> <li>• Order and maintain resources within an agreed budget</li> <li>• Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.</li> </ul>

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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.

This job description is current at the date shown, but following consultation with you, may be changed by the Senior Leadership Team to reflect or anticipate changes in the job which are commensurate with the salary and job title.