

## JOB DESCRIPTION

**POST TITLE:** Technician

**LOCATION/BASED:** Jesmond Park Academy

**GRADE:** N4

**RESPONSIBLE TO:** Principal or other designated teacher or Senior Technician

**CORE 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 & KEY RESPONSIBILITIES

- 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:
- (a) maintaining stock levels and advising line manager of items and quantities required;
  - (b) ensuring safe and secure storage of materials;
  - (c) safe disposal of waste materials.
4. Care and Maintenance of Teaching Environment, to include:
- (a) 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:
- (a) 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:
- (a) advice to teachers on the safe and effective use of equipment/apparatus and materials;
  - (b) advice on the availability of equipment, materials and other resources;
  - (c) notify line manager of any ways in which efficiency and safety could be improved;
  - (d) to work as a member of a Technical Team with regard to the educational aims of the department and school.

## GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

## OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

# PERSON SPECIFICATION

**POST TITLE:** Technician

<b>SKILLS, KNOWLEDGE AND APTITUDES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Excellent practical and technical skills	✓	
Excellent time management and prioritisation of tasks	✓	
Clear and effective communication	✓	
Up to date Health & Safety accreditation/ working knowledge of CLEAPPS	✓	
Sound subject knowledge of current Science courses across the disciplines	✓	
Strong problem solving skills	✓	
Maths and IT skills	✓	
Sound subject knowledge of the Science curriculum		✓
<b>QUALIFICATIONS AND TRAINING</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
A minimum of 4 GCSE's grades A-C or equivalent	✓	
Relevant science qualifications		✓
<b>EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Relevant work experience	✓	
Previous technician experience/working within a school science department		✓
<b>PERSONAL QUALITIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Proven organisational skills	✓	
Self-motivated and enthusiastic	✓	
<b>SPECIAL REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Children's Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving licence and access to a car during working hours.		✓

***The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.***