

## Job Description

<b>Post Title</b>	Technician 2 AA655
<b>Evaluation</b>	427 Points <b>Grade:</b> N4
<b>Responsible to</b>	Head Teacher or other designated teacher or Senior Technician
<b>Responsible for</b>	N/A
<b>Job Purpose</b>	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).
<b>Main Duties:</b>	<p>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.</p> <ol style="list-style-type: none"><li>1 Teaching Aids and Resource Materials, to include:<ol style="list-style-type: none"><li>(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;</li><li>(b) preparation of specific resources from a number of components for practical use;</li><li>(c) checking items for class use in order to ensure that they are functional and sufficient in quantity;</li><li>(d) checking that the above items are returned for each class;</li><li>(e) constructing simple equipment/apparatus;</li><li>(f) care and appropriate handling of resources.</li></ol></li><li>2 Care, Maintenance and Repair of Equipment, to include:<ol style="list-style-type: none"><li>(a) visual checking and routine cleaning/care of equipment;</li><li>(b) returning equipment to storage as soon as practicable;</li></ol></li></ol>

- (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.
- 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.