St Michael's Catholic Grammar School

"Love one another, as I have loved you"

Generic Job Description

Role – Technician

Hours and weeks

39 weeks per year.

The number of hours worked per week and the exact times of starting and ending work will be in accordance with the needs of the school.

FTE salary range

Unified Rewards Grade C, School Technician Job Family – level 3, Pro rata salary range, depends upon hours worked per week

Reports to –Head of Department/Subject Leader/Subject Coordinator

Supervising duties - None

Purpose

To provide specialist support in a specific curriculum or resource area, including the preparation and maintenance of resources and support to staff and pupils.

To supports pupils' access to learning activities.

Work under the guidance of teaching staff or senior colleagues.

Key Accountabilities

Each school is organised differently, and the range of duties carried out will be different in each school. This section of the role profile gives examples of the duties and responsibilities that may be carried out.

This list is not exhaustive.

Support for the pupils

Support pupils in accessing learning activities under the guidance of the teacher.

Communicate with pupils, teachers and other staff on commonly occurring issues within specialism and how to resolve them.

Support for the teacher

Create and maintain a purposeful, orderly and productive working environment.

Design, where required, maintain, prepare and use specialist equipment, resources, materials and/or systems as required by staff, lesson plans and the curriculum.

Support structured and practical activities for groups or on a one-to-one basis, including the use of technology.

Maintain records, information and data, producing analysis and reports as required.

Contribute to planning, development and organisation of systems, procedures and/or Policies.

Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards (including the handling of radioactive substances if appropriate).

Support for the curriculum

Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required Maintain specialist equipment and systems, checking for quality and safety and carrying out specialist repairs or modifications within own capabilities and arranging for other repairs or modifications to be carried out by others.

Organise the storage and duplication of worksheets.

Support for the school

Work within and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.

Support contingency arrangements to respond to any unforeseen or unplanned circumstances that may arise to maintain safety and security and minimise disruption, for example security of data, hazardous materials.

Be aware of and adhere to risk assessments.

Assist with the organisation of trips and the chasing of payments.

<u>Knowledge, Training and Experience</u>

Educated to NVQ level 3 / AS or A2 level or equivalent experience.

NVQ 3 in specialist area or equivalent experience.

Thorough understanding of relevant policies and procedures.

In depth knowledge of specific specialist area, such as art, drama, food, science.

Working knowledge of national curriculum in specialist area.

Knowledge of relevant policies and procedures such as child protection and health and safety Good IT skills and knowledge of software to access and record information and produce analysis and reports.

Attend appropriate INSET as directed.

Planning, organising and controlling skills

Work under the guidance of teaching staff or senior colleagues.

Carry out a range of duties that are specific in nature, for example planning, preparing and setting up specific resources, materials and/or equipment for lessons.

Generally limited requirement for forward planning beyond day-to-day activities, may plan a week in advance.

Communicating and influencing skills

Provide routine information to pupils and staff within defined guidelines Use language and concepts appropriate to the child's age, stage of development, and culture.

Build and maintain effective working relationships with colleagues to ensure the appropriate level of service is provided.

May oversee the work of less experienced technicians.

Initiative and innovation skills

Work under the direction of teaching staff or senior colleagues to support learning by providing a range of technical assistance through the preparation and maintenance of teaching areas and specialist equipment, resources and/or materials for a specific curriculum or resource area Work within and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, equal opportunities, confidentiality and data protection.

Budget Accountability

No direct budget responsibility but may carry out financial transactions, including handling small amounts of cash, in line with policies and procedures – and the ordering and sourcing of equipment.

Staff Accountability

May oversee the work of less experienced technicians.

Physical Effort

Regularly lift, move and handle resources, materials and equipment as required.

Work Environment

May experience a range of behaviours from pupils, such as verbal abuse, challenging behaviour, physical outbursts.

Work in a technical/practical area of the school, for example laboratory, craft room, workshop, handling and using potentially hazardous equipment, resources and/or materials as required.