



Job Description

Job Title: School Technician		Fulford School
Reports To: Teacher / Curriculum Leader / Office Team Leader		Grade: 3
1.	MAIN PURPOSE OF JOB Working under the direction of a senior colleague or Class Teacher, to provide a support service to the specified department enabling a safe and well equipped environment for practical. To support the provision and reproduction of learning resources to support the delivery of teaching of all subjects to all pupils. **this is generic JD for School Technician – not all duties will be carried out by postholders.	
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:	
	i.	Ensuring the classrooms are equipped and prepared for lessons including the preparation of materials, apparatus which may be required for demonstrations or practical work. Maintaining appropriate levels of materials and resources. (In food specifically disposable and perishable items.)
	ii.	Under the guidance of a senior colleague setting up and testing demonstrations and ensuring they will work satisfactorily and safely.
	iii.	Cleaning of apparatus/equipment used by staff and pupils.
	iv.	Inspecting classroom equipment, reporting and damage or defects to senior colleague.
	v.	To process requests for production and duplication of learning resources
	vi.	Maintaining apparatus and equipment in good working order and carrying out minor repairs where appropriate and within guidelines.
	vii.	Under the direction of a senior colleague assist in the testing of new practical demonstrations and assisting in devising new practical work.
	viii.	Assisting with the construction and/or modification of equipment including mounting and display.
	ix.	Assisting with the safe disposal of waste materials in line with relevant policies.
	x.	Inspection, maintenance and correct use of safety equipment.
	xi.	Valid level 2 food hygiene certificate if supporting delivery of food based subjects. (Centre will facilitate this training as induction)
	xii.	Assisting with the operation of an efficient system for recording ordering and allocation of stock items to departments.
	Xiii	Operating documentation systems (cataloguing, filing, worksheets etc).

3.	<p>SUPERVISION / MANAGEMENT OF PEOPLE</p> <p>No direct supervision of staff.</p>
4.	<p>CREATIVITY & INNOVATION</p> <p>May assist in the production of classroom displays.</p> <p>May use various technology to reproduce learning resources and formulate classroom & learning resources.</p> <p>Under the direction of a senior colleague, technicians are required to support in the development of practical ideas on how demonstrations or practical work can be made more interesting and rewarding.</p>
5.	<p>CONTACTS & RELATIONSHIPS</p> <ul style="list-style-type: none"> • Internal Has direct and regular involvement with departmental teachers, supply teachers, site managers and other technicians. Occasional contact with other teaching staff, the Head and Deputy Head and administration staff. • External Comes into occasional contact with maintenance staff, and some external contractors.
6.	<p>DECISIONS – discretion & consequences</p> <p>Discretion A senior colleague or Class Teacher is responsible for providing health & safety advice, which the postholder is required to follow, including restrictions or control measures. Safety decisions are largely influenced by legislation, especially Health & Safety and COSHH (Control of Substances Hazardous to Health) Regulations.</p> <p>Consequences: Following the correct safety advice helps to ensure that the correct controls measures are in place for the personal safety of pupils and staff.</p>
7.	<p>RESOURCES – financial & equipment Responsible for the proper use and safekeeping of equipment. Contribute to the upkeep of the department purchase record spreadsheet.</p>
8.	<p>WORK ENVIRONMENT</p> <p>Work demands Daily work is mainly routine and subject to deadlines. It may involve some changing demands but not involving any significant change to the programme.</p> <p>Physical demands Work requires normal physical effort, including some lifting and carrying of equipment and may involve the handling of potentially harmful materials. This</p>

	<p>should be carried out in line with the schools back care and manual handling policy, COSHH regulations and any other relevant legislation or regulations.</p> <p>Working conditions</p> <p>Work is normally classroom based but may also involve contact with potentially harmful substances.</p> <p>Work context</p> <p>Work may involve contact with potentially hazardous circumstances but training and protective equipment is provided where appropriate. May involve lone working where lone working procedures need to be observed.</p>
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9.	<p>KNOWLEDGE & SKILLS</p> <p>Should have:</p> <ul style="list-style-type: none"> • Organisational skills • Practical skills • L2 food safety certificate (if working with food -training will be provided) • Computer skills eg ECDL or equivalent proficiency • Effective communication skills <p>A Practical understanding of:</p> <ul style="list-style-type: none"> • Health and safety legislation including COSHH • First aid • Risk assessment • Safe manual handling techniques • School policies, procedures and protocols
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10.	<p>Position of Job in Organisation Structure</p> <pre> graph TD A[Curriculum Lead / Teacher / Office Team Leader] --> B[School Technician] </pre>
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Job Description agreed by:	Name:	Signature:	Date:
Job Holder			
Manager			