



CRESSEX COMMUNITY SCHOOL JOB DESCRIPTION

Job Title	Technician supporting the Maths and Physical Education (PE) departments
Grade	Range 2
Responsible to	Heads of Maths and PE Departments

Job Purpose

To contribute to raised standards of achievement and further improving the quality of provision in the school by assisting in the smooth operation of school and departmental routines, and providing high quality support for teachers of Maths and PE.

Main Responsibilities

1. Promote and safeguard the welfare of children and young people.
2. Promote positive relationships with students, staff and external agencies.
3. Contribute to the provision of an effective environment for learning.
4. Provide administrative support to the Maths and PE departments e.g. photocopying, filing, letters to parents etc., including entering information on students' academic progress into the school's data management system.
5. To assist in the preparation of teaching materials.
6. Order equipment/resources for Maths and PE departments under the direction of the respective Head of Department.
7. Maintain and update departmental displays.
8. Ensure resources are managed, organised and developed in consultation with the respective Head of Department, to meet the performance standards required by the department.
9. To assist, where appropriate, with enrichment activities including assisting colleagues with trip/visit preparation.
10. Work within school policies and procedures, including participating in performance management and professional development as required as required.
11. Take care for own and others' health and safety.
12. To be on a rota to provide cover for the school reception desk in the case of staff absence.

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such other tasks, commensurate with the responsibilities of the post, as may be agreed from time to time with the headteacher.



CRESSEX COMMUNITY SCHOOL PERSON SPECIFICATION

Technician supporting the Maths and Physical Education (PE) departments

Knowledge and Skills	Essential	Desirable
Good written and oral communication skills.	✓	
Good numeracy skills.	✓	
Good ICT Skills.	✓	
Experience	Essential	Desirable
Experience of working in a school or other educational setting		✓
Personal Qualities	Essential	Desirable
Ability to work effectively with a range of people.	✓	
Methodical and well organised.	✓	
Good attention to detail.	✓	
Ability to remain calm under pressure.	✓	
Ability to work to deadlines.	✓	
Resilient.	✓	
Reflective – able to learn effectively from experience.	✓	

Other requirements:

This post is exempt under the Rehabilitation of Offenders Act 1974. Due to the sensitive nature of the duties the post holder will be expected to undertake a criminal record check as part of the recruitment process.