

Lilian Baylis Technology School

Job Description

Post Title : General Technician – Design and Technology

Responsible to : Team Leader

Grade : 4

Point : 18-21

**Terms of Contract : 35 Hours per week
39 weeks per year**

OVERALL RESPONSIBILITY

To provide support to the Design and Technology Department, Food Technology, Textiles and Vocational Business

To prepare and reproduce resources and materials as required.

To clean and prepare equipment to the required standard

1. To prepare materials for teaching in classes including handling using suitable equipment following suitable training.
2. To maintain storage facilities for all equipment and chemicals in accordance with the regulations and procedures
3. To prepare chemicals, apparatus and equipment for use by teaching staff as directed.
4. To support Teaching & Learning activities within the classroom as directed by the Team Leader.
5. To deal with spillages and other accidents according to the relevant regulations and instructions. To administer first aid to students and staff as required.
6. To update records and maintain COSHH/Health and Safety regulations as appropriate.
7. To undertake, as directed by the Team Leader, the preparation of documents and teaching materials required by teaching staff and to undertake such photocopying as may be required. To ensure that all such teaching materials are available on time.

8. To attend school trips off site.
9. To check laptop trolleys and report any missing laptops to the Team Leader.
10. To undertake continuous professional development activities, part of which will be to follow an appropriate training course in order to gain qualified first aider certification
11. To understand implement all school policies with particular regard for Health and safety, Equal Opportunities, and Customer Care. To work actively to overcome and to prevent discrimination on grounds of race, sex, disability.
12. To perform other such other duties as may be required from time to time to meet the need of the school or service

Postholder's signature Date
General Technician

Manager's signature Date

PERSON SPECIFICATION

Essential Requirements (Selection Criteria)

1. EXPERIENCE
2. Experience of providing technical support.
3. Experience of using ICT.

SKILLS, KNOWLEDGE AND ABILITIES

4. Proven record of effective implementation of and strong commitment to equal opportunities.
5. Good written and oral communication skills, with the proven ability to communicate effectively with people from a variety of backgrounds.
6. Ability and willingness to work flexibly and as part of a team.
7. Ability to support teaching and learning activities in the classroom.
8. Knowledge of COSH/Health and Safety regulations or willingness to learn these
9. Skills in organisation including the ability to organise and schedule own work
10. Ability to manage stock, inventories and budget.
11. Ability to prepare technical materials and equipment
12. Ability to relate sensitively and appropriately to staff, students and others.
13. Physical ability to carry out the duties of the post with the support of aids or adaptations if necessary.
14. Ability to adapt to both varying tasks and those of a routine nature.

QUALIFICATIONS

15. Basic Health and Safety certificate or equivalent or willingness to be trained to do so.
16. GCSE or 'O' Level pass or equivalent in Maths and English

DESIRABLE

17. First Aid qualification or willingness to be trained to carry out basic first aid
18. Ability to use wood and metal cutting machinery or willingness to be trained to do so