**Lilian Baylis Technology School GENTEC19**

**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

**Main Purpose of Job**

To provide support to the Design and Technology, Food Technology and Vocational Business Departments. To prepare and reproduce resources and materials as required. To clean and prepare food tech equipment to the required standard.

1. To prepare materials for teaching in classes including handling using suitable equipment following suitable training.

1. To maintain storage facilities for all equipment and chemicals in accordance with the regulations and procedures.

1. To prepare chemicals, apparatus and equipment for use by teaching staff as directed.

1. To support Teaching & Learning activities within the classroom as directed by the Team Leader.

1. To deal with spillages and other accidents according to the relevant regulations and instructions. To administrate first aid to students and staff as required.

1. To update records and maintain COSHH/Health and Safety regulations as appropriate.
2. To clean and maintain school ping pong tables.
3. To repair and maintain school equipment such as sheds.
4. To ensure departmental displays are up to date including fire signs in school playground.

**Lilian Baylis Technology School**

**Job Description**

1. 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.
2. To attend school trips off site.

1. To check laptop trolleys and report any missing laptops to the Team Leader.

1. 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.
2. 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.

1. To perform other such other duties as may be required from time to time to meet the needs of the school or service.

Postholder’s signature ………………………………… Date …………………………………….

General Technician

Manager’s signature …………………………………… Date …………………………………….

**Lilian Baylis Technology School**

**PERSON SPECIFICATION**

**Essential requirements (Selection Criteria)**

1. Experience of using IT
2. Experience of basic DIY
3. Experience of providing technical support

## Desirable Requirements (Selection Criteria)

1. Food and Hygiene Certificate
2. Health and Safety Awareness Certificate
3. First Aid qualification or willingness to be trained to carry out basic first aid
4. Ability to use wood and metal cutting machinery or willingness to be trained to do so

## SKILLS, KNOWLEDGE AND ABILITIES

1. Proven record of effective implementation of and strong commitment to equal opportunities.
2. Good written and oral communication skills, with the proven ability to communicate effectively with people from a variety of backgrounds.
3. Ability and willingness to work flexibly and as part of a team.
4. Ability to support teaching and learning activities in the classroom.
5. Knowledge of COSH/Health and Safety regulations or willingness to learn these
6. Skills in organisation including the ability to organise and schedule own work
7. Ability to manage stock, inventories and budget.
8. Ability to prepare technical materials and equipment
9. Ability to relate sensitively and appropriately to staff, students and others.
10. Physical ability to carry out the duties of the post with the support of aids or adaptations if necessary.
11. Ability to adapt to both varying tasks and those of a routine nature.
12. Attend team meetings and training sessions as required
13. To provide hospitality as and when required.
14. To be aware of the responsibilities under General Data Protection Regulation for the security, accuracy and significance of the personal data held in the school’s systems.
15. To take responsibility, appropriate to the post for tackling racism and other forms of discrimination and promoting good race, ethnic and community relations.
16. To understand and implement all School & Council policies with particular regard for Safeguarding, Health & Safety, Equal Opportunities and Customer care, to work actively to overcome and to prevent discrimination on grounds of race, sex, disability.
17. To work in accordance with the Schools Health and Safety Policies and Procedure.
18. To promote positively the image of the school at all times.

## QUALIFICATIONS

1. Basic Health and Safety certificate or equivalent or willingness to be trained to do so.
2. GCSE or ‘O’ Level pass or equivalent in Maths and English