



Job Description

Post title	Curriculum Support Technician
Academy	Haberdashers' Aske's Hatcham College
Grade	Support staff Grade 3, Points 9 – 12 (£17,117 - £18,831) For 35 hours a week, 42.9 weeks a year

Summary of the overall purpose of the job

To be responsible for supporting and servicing the practical work and facilities in various departments of the College. The postholder will work closely with teaching staff and with other technicians on cross-curricular projects or courses.

Key responsibilities and objectives of the job

- To deliver, set up and check equipment
- To support teaching staff in practical lessons by taking part in demonstrations and giving technical assistance to students
- To put away equipment after lessons
- To organise, storage and stocktaking of equipment
- To facilitate the repair, maintenance and modification of equipment
- To carry out administrative tasks.

Specialist responsibilities and objectives

Science Specialist Responsibilities

- Taking care of laboratory equipment and apparatus
- Stock taking and organising the storing of chemicals and equipment
- Making up solutions, assembling apparatus, delivering equipment to rooms
- Occasionally assisting in class practical including carrying out demonstrations
- General Laboratory cleaning: bench surfaces and fixed equipment (laboratory sinks, emptying/supervising the emptying of sink traps)
- Disposing of waste materials
- Carrying out risk assessments for technician activities
- Providing technical support to experienced and trainee teachers including health and safety guidance
- Keeping up to date with developments in practical science and health and safety requirements
- Carrying out health and safety checks on laboratories, prep rooms and stores

DNA Specialist Responsibilities

- Keep working areas safe, clean and clear, as far as possible.
- Ensure DNA Workareas are fully prepared for use for each session.

- Maintain effective and efficient storage of student work.
- Support students with their two and three-dimensional Art/Technology work, when required.
- Support students' work in ceramics by preparing materials, including slips and glazes, storing work and firing the kiln.
- Support IT-related work in the area and assist with the development of digital DNA work in the Department.
- Mix inks and prepare screens for printing.
- Set up and take down display work and assist in the mounting of exhibition work, where and when necessary, e.g. Open Evenings and end-of-year shows.
- Frame, label and display Art work around the school.
- Small-scale DIY work – making and adapting of equipment, e.g. constructing frames for canvasses.
- Organise, catalogue and tidy stock and resources.
- Maintain and develop the visual resources of the Department.
- Maintain the Health and Safety aspects of the area; including COSHH and risk assessments, information sheets and notices, practical advice sheets, accident and incident records, etc.
- Other duties of a technical nature including other work around the school related to Art work, as required.

General responsibilities and objectives

- To promote equal opportunities in the College.
- To promote a single College ethos.
- To undertake any duties as may be reasonably required by the Principal.
- The job description will be subject to reasonable review.

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date JD was agreed: Dec 18✓

Person specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application AS Assessment I Interview P Presentati on R References
Education/qualification and training			
• Degree in a relevant Discipline		✓	AP
• Good, all round secondary education	✓		AP
• Qualifications either at 'A' Level or equivalent		✓	AP
• Appropriate Health & Safety knowledge and qualifications	✓		AP/I
• First Aid qualification		✓	AP
Knowledge/skills			
• To maintain in accordance with COSHH guidelines all substances that are hazardous to health, including the storage and disposal of chemicals and the storage of flammable liquids and substances.	✓		AP/I
• To prepare and update information and documentation onto virtual environments as appropriate.	✓		AP/I
• Effective use of ICT	✓		AP/I
• Use of relevant equipment/resources	✓		AP/I
• Knowledge of particular subject/technical area	✓		AP/I
• Knowledge of relevant polices/codes of practice and awareness of relevant legislation	✓		AP/I

Experience			
• Of working in a support role in an laboratory or technical environment		✓	AP/I/R
• Of working in a School environment		✓	AP/I/R
• Of working with hand tools	✓		AP/I/R
Personal characteristics/other requirements			
• The ability to deal calmly with unexpected circumstances or delays	✓		AP/I/R
• Ability to work amongst a diverse range of people	✓		AP/I/R
• Ability to work under pressure and to prioritise workload	✓		AP/I/R