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|  | **Role Profile** |
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| **Service:** | **Visual and Performing Arts** |
|  |  |
| **Location:** | **Friern Barnet School** |
|  |  |
| **Job Title:** | **School Technician – Level 3** |
|  |  |
| **Grade:** | **C** |
|  |  |
| **Reports to:** | **Headteacher/Deputy Headteacher/Class Teacher** |
|  |  |

**1. Purpose of Job:**

To provide specialist support in a specific curriculum or resource area, including the preparation and maintenance of resources and support to staff and pupils

To supports pupils’ access to learning activities

Work under the guidance of teaching staff or senior colleagues

**2. Key accountabilities/duties/responsibilities:**

Each school is organised differently, and the range of duties carried out will be different in each school. This section of the role profile gives examples of the duties and responsibilities that may be carried out.

This list is not exhaustive.

**Support for the Pupils**

* Support pupils in accessing learning activities under the guidance of the teacher
* Communicate with pupils, teachers and other staff on commonly occurring issues within specialism and how to resolve them

**Support for the Teacher**

* Create and maintain a purposeful, orderly and productive working environment
* Design, where required, maintain, prepare and use specialist equipment, resources, materials and/or systems as required by staff, lesson plans and the curriculum
* Support structured and practical activities for groups or on a one-to-one basis, including the use of technology
* Maintain records, information and data, producing analysis and reports as required

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* Contribute to planning, development and organisation of systems, procedures and/or policies
* Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards

**Support for the Curriculum**

* Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
* Maintain specialist equipment and systems, checking for quality and safety and carrying out specialist repairs or modifications within own capabilities and arranging for other repairs or modifications to be carried out by others

**Support for the School**

* Work within and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
* Support contingency arrangements to respond to any unforeseen or unplanned circumstances that may arise to maintain safety and security and minimise disruption, for example security of data, hazardous materials
* Be aware of and adhere to risk assessments

**3**. **Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council’s values. To ensure that a high level of confidentiality is maintained in all aspects of work.

**4. Flexibility**

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

1. **The Council’s Commitment to Equality**

To deliver the council’s commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

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|  | **PERSON SPECIFICATION** | |
|  |  |  |
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| **Location:** |  | **Friern Barnet School** |
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| **Job Title:** |  | **School Technician – Level 3** |
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|  |  |  |

**Knowledge, training and experience**

* Educated to NVQ level 3 / AS or A2 level or equivalent experience
* NVQ 3 in specialist area or equivalent experience
* Thorough understanding of relevant policies and procedures
* In depth knowledge of specific specialist area, such as art, drama, food, science
* Working knowledge of national curriculum in specialist area
* Knowledge of relevant policies and procedures such as child protection and health and safety
* Good IT skills and knowledge of software to access and record information and produce analysis and reports

**Skills**

**Planning, organising and controlling skills**

* Work under the guidance of teaching staff or senior colleagues
* Carry out a range of duties that are specific in nature, for example planning, preparing and setting up specific resources, materials and/or equipment for lessons
* Generally limited requirement for forward planning beyond day-to-day activities, may plan a week in advance

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**Communication and influencing skills**

* Provide routine information to pupils and staff within defined guidelines
* Use language and concepts appropriate to the child’s age, stage of development, and culture
* Build and maintain effective working relationships with colleagues to ensure the appropriate level of service is provided
* May oversee the work of less experienced technicians

**Initiative and Innovation skills**

* Work under the direction of teaching staff or senior colleagues to support learning by providing a range of technical assistance through the preparation and maintenance of teaching areas and specialist equipment, resources and/or materials for a specific curriculum or resource area
* Work within and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, equal opportunities, confidentiality and data protection

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|  | **Supplementary Information Form** |  |
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| **Post Title** | **School Technician – Level 3** |  |
|  |  |  |
| **Service Area** | **Various – Community schools in Barnet** |  |
|  |  |  |
| **Job Ref Number** | For office use |  |
|  |  |
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|  | Please describe the accountability for managing budgets and their value, if applicable |  |
| **Budget management** | No direct budget responsibility but may carry out financial transactions, |  |
| including handling small amounts of cash, in line with policies and |  |
| **accountability** |  |
| procedures |  |
|  |  |
|  |  |  |
|  | Please describe the accountability for managing or supervising employees or equivalent, |  |
| **Staff management** | if applicable |  |
|  |  |
| **accountability** | May oversee the work of less experienced technicians |  |
|  |  |
|  |  |  |
|  | Please describe the nature of any physical effort associated with the job that is over and |  |
|  | above normal office requirements. **It is important to also describe the frequency of the** |  |
|  | **effort (for example, ‘on average once a week’, ‘most of the time’)** |  |
| **Physical effort** | Regularly lift, move and handle resources, materials and equipment as |  |
|  |  |
|  | required |  |
|  |  |  |
|  | Please describe the nature of any adverse working conditions associated with the job. |  |
|  | Please include people related behaviour including abuse and aggression from the public |  |
|  | and environmental working conditions such risk of injury from people, dirt, smells and |  |
|  | noise. **It is important to also describe the frequency of the condition (for example, ‘on** |  |
|  | **average once a week’, ‘most of the time’)** |  |
| **Working environment** | May experience a range of behaviours from pupils, such as verbal abuse, |  |
| challenging behaviour, physical outbursts |  |
|  |  |
|  | Work in a technical/practical area of the school, for example laboratory, |  |
|  | craft room, workshop, handling and using potentially hazardous |  |
|  | equipment, resources and/or materials as required |  |
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