

Technicians role –Job Specification

<p>Setting up classroom equipment, materials and demonstrations</p>	<p>Preparing and setting up classroom equipment for practical lessons, based on teacher requirements.</p> <p>Preparing and collating teaching materials and resources for use in practical lessons, based on teacher requirements.</p> <p>During lessons, remaining on stand-by to be available to support teacher and assist with materials and demonstration experiments when needed.</p> <p>Preparing appropriate resources for examinations.</p> <p>Assisting at the end of lessons in clearing away, counting in stock/materials and stationary and cleaning/storing equipment and as required.</p> <p>Dismantling and recycling old projects & stock for future use.</p> <p>Photographing and documenting finished controlled assessment and coursework practical's.</p>
<p>Ordering and stock control</p>	<p>Proactively Identifying when stocks are running low and ordering newstock, based on minimum requirements set by the Line Manager, in order to ensure materials and equipment are always available.</p> <p>Proactively researching suppliers to ensure best value for money in stock purchases and forming links / loyalty discounts with new suppliers.</p> <p>To keep an accurate log of material stock in storage.</p> <p>Maintaining consumables such as printer paper, hand towels, soap, glues, tapes, paints in class rooms.</p> <p>Keeping appropriate databases up-to-date.</p> <p>Checking, recording and storing supplies when received at the school and ensuring contents match invoices.</p>
<p>Maintenance and care of stock and equipment</p>	<p>Regularly (Daily, weekly & monthly) ensuring that classroom materials and equipment are in good, safe and usable condition, identify problems and resolve appropriately, carrying out minor maintenance and</p> <p>Obtaining replacements where appropriate.</p> <p>Overseeing the safe storage of equipment and hazardous COSHH materials (eg. labelling boxes) and</p>

	<p>maintaining appropriate records.</p> <p>Maintain the teaching rooms, ancillary rooms and storage rooms to a high level of tidiness in lines with H&S guidelines and fire escape code.</p>
Demonstrating equipment and techniques	<p>Showing other staff, or assisting teaching staff, with the training of pupils, in how to carry out practical processes or experiments with health and safety regulations, where this requires application of acquired technical skills. (subject to technology area of employment)</p> <p>Assisting in classrooms as a 2nd adult during busy practical lessons.</p>
Administration	<p>Carrying out photocopying of resources with prior arrangement via reprographics and on occasional ad-hoc basis.</p> <p>Assisting with preparation of departmental documentation. Letters home, copies for dept meetings.</p> <p>Liaising with teachers to create of displays of students work.</p>
Other	<p>Willingness to engage and help out in extra curricular departmental activities and clubs (not necessarily out of hours)</p>

Person must also be computer literate and prepared to learn new packages and when required.
Skills in MS office, particularly Excel & Power point are desirable.