

Job Description

Job Title	Technician
Academy	Queen Katharine Academy
Reports to	Senior Technician
Line Management of	N/A
Working Hours & Pattern	37 hours per week, term time plus one week
Salary / Grade	Pathway 2 (point 4-8)
Date Last Evaluated	August 2020
Core Purpose	To work across both the Creative Arts and Technologies teams, assisting teachers in maintaining the learning environment, effectively managing resources and student materials for both departments.

Key Responsibilities
<ul style="list-style-type: none"> • Work under the direction of the Subject Leaders of the Creative Arts and the Technologies departments. • Provide timely and effective preparation of materials for lessons, through regular liaison with teaching staff. • Support practical workshop sessions with supervision and practical instruction. • Produce teaching aids and update displays and visual material around the department and wider school. This includes setting up displays for events such as Parents' Evening and preparing students' work for display. • Help with the organisation and planning of trips. • Prepare student materials when required. • Ensure that equipment is kept clean and well maintained. • Assist teachers in clearing and tidying workspaces after lessons and at the end of the day. • Check and compile stock lists for consumables, apparatus and resources. • Follow the procedures for the safe disposal of used and surplus materials. • Follow working practices to take account of the appropriate Health and Safety requirements, ensuring that a clean and safe environment is maintained. • Maintain Health and Safety records, including the checking of equipment and updating risk assessments. • Deal with spillages and accidents in the classroom. • Provide clerical support including record keeping, photocopying and filing as required. • Assist with ICT issues.
General Responsibilities
<ul style="list-style-type: none"> • Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders. • Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.

- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- **On an annual basis at the time of the annual appraisal meeting, or**
- **As a result of a change in strategic direction, or**
- **As a result of a team/operational requirements, or**

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.