

Kings Langley School: Role Description Support Staff

Title of Post	Art & Technology Technician
Grade (including allowances)	H2/3
Reporting to	Learning Area Leader Arts
Date	January 2019
Time/Hours (and Full Time Equivalent FTE)	35 Hours Per Week – 39 weeks per annum plus 5 days Monday – Friday 8.15am – 3.45pm

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

This role description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school.

This role description will be reviewed every 3 years or sooner if required.

Personal and Professional Standards
<ul style="list-style-type: none">• The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.• Support the aims and ethos of the school as defined in the school prospectus• To set a good example in terms of professional dress and appearance, punctuality and attendance• As a consequence of the performance review cycle for support staff, take responsibility for personal development making full use of the school's professional development opportunities and training (refer to "Investors in People" documentation for more details)• To attend team and staff meetings as appropriate, contributing actively whenever possible.• To provide a courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors.• To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed• Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.

Duties Specific to the Post Holder
<ul style="list-style-type: none">• To ensure the efficient preparation and organisation of equipment and materials for lessons.• To ensure all equipment is clean and well maintained and when necessary arrange for appropriate repairs to be undertaken.• To ensure safe storage and use of equipment.• To support where required teaching staff and students with materials and specialist equipment during lessons and also to assist supply teachers in the setting up of lessons.• Monitor and manage stock and supplies. Ordering of stock as required.• To undertake routine photocopying as required.• To liaise with maintenance staff regarding any problems which may occur.• To ensure the application of Health and Safety procedures and to raise awareness of Health and Safety issues specifically in relation to practical rooms.

- To carry out administrative duties as required by the Learning Area leader.
- To liaise with other learning areas and schools regarding the use of additional or specialist equipment.
- To carry out such other duties as required, and as are commensurate with the grade of the post

Knowledge, Skills and Personal Attributes

- Qualifications or experience in relevant discipline
- An ability to use relevant equipment and technology to an appropriate level.
- Have good numeracy and literacy skills.
- Present a courteous and friendly manner to all visitors to the school, having due regard to “customer service best practice” attributes.
- Ability to relate well to students and adults.