

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Technician
JD Reference:	CMAT 012
School/Academy:	
Weeks:	Term Time Only
Hours of work:	37 Hours
Salary:	Grade 4 Point 3 - 5
Responsible to:	Curriculum Lead for Subject / Senior Technician

Role:	To support the curriculum area with all practical lessons.
Purpose of job:	To provide timely and effective technician support to all teachers in the department to enable them to discharge their curricular responsibilities to all the students throughout the school.

Responsibilities and Accountabilities:

- To prepare and provide all materials, resources and practical equipment required for lessons as ordered by the teaching staff. To set up equipment if requested. These requests to be made by staff on weekly prep request sheets (teaching staff deadline of Thursday for the following week).
- Ensure the proper maintenance of all equipment, glassware, solutions in accordance with good practise and the department safety policy, including labelling of any chemicals, hazard information sheets and providing a supply of distilled water.
- Ensure that correct stock levels are maintained.
- Ensure that the requisite Health and Safety regulations and Codes of Practice are complied with for the safety of all staff and students, and reporting as required, to the Curriculum Lead.
- To make regular checking of department equipment, fixtures, fittings and services. Reporting any faults to the site team and the Curriculum Lead.
- Maintenance of textbooks and to provide textbooks in the classrooms when requested by the teaching staff.
- Stock-taking of stationery, chemicals, glassware, apparatus and textbooks as requested by the Curriculum Lead. Completing order sheets.
- Photocopying as requested by the teaching staff.
- To provide support for any staff covering lessons by providing them with any cover work set by staff and textbooks, paper, etc.
- Various administrative tasks as requested by the teaching staff, eg, data inputting, filing, etc.
- Cleaning of practical and preparation areas regularly.
- Undertaking and participating in any training as and when required.
- The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.
- This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but



sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Support for School/Academy/Place of work:

- Participation in staff events by arrangement.
- Attend Staff Meetings.
- Contribute and participate in Trust events and activities where possible.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Adhere to the Trust values.
- Follow school policies, practices and procedures.
- Hours authorized by the school in excess of full-time hours will be paid at the overtime rate.

Data security:

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations.

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare.
- Contribute to the maintenance of a safe and healthy environment.

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust.
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- To inform the Child Protection Officer of any issues relating to the safety and well-being of students.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: January 2022



Person Specification - Technician

Assessment Key:
 A = Application Form
 I = Interview

Education and Qualification	Essential	Desirable	Assessment
Good educational background with GCSE or equivalent in English Language	✓		A/I
Experience	Essential	Desirable	Assessment
Experience of subject background	✓		A/I
Experience of working in the education sector		✓	A/I
Experience of working with young people		✓	A/I
Experience of working as part of a team	✓		A/I
Knowledge, Skills and Abilities	Essential	Desirable	Assessment
Knowledge of using different IT software such as Microsoft Office, Email. With training, use the school management information system.	✓		A/I
The interpersonal skills to communicate effectively and professionally with staff, students, parents, and other outside agencies (by phone and in person)	✓		A/I
Ability to establish good working relationships with colleagues	✓		A/I
Ability to work as an individual, as well as part of a team	✓		A/I
Ability to work using own initiative	✓		A/I
Ability to remain calm and professional at all times	✓		A/I
Personal Qualities	Essential	Desirable	Assessment
Highly motivated and enthusiastic	✓		A/I
Committed and reliable	✓		A/I
High professional standards	✓		A/I
Excellent timekeeping	✓		A/I
Child Protection	Essential	Desirable	Assessment
Support the Academy policies on safeguarding and child protection.	✓		A/I
Other	Essential	Desirable	Assessment
Flexibility of working hours	✓		A/I

