



## **JOB DESCRIPTION: MODERN FOREIGN LANGUAGES TECHNICIAN**

**(6 hours per week, term time only, days to be negotiated)**

The position of Modern Foreign Languages (MFL) Technician will suit someone who has an interest and if possible experience in languages (although this is not essential), who is practical, enthusiastic and is confident dealing with technical equipment and a range of computer packages. The role requires a team player with initiative who is able and happy to support a busy and successful MFL department teaching French and Spanish.

### **RESPONSIBILITIES**

- Upload and download examination sound files and produce accompanying documentation
- Assist with managing the online subscriptions of the Department
- Manage MFL learning platforms and Virtual Learning Environment content
- Printing, photocopying and collating teaching resources for the Department and in preparation of exams
- Download and edit online material
- Create and copy CDs/DVDs for staff and pupils
- Maintain and check regularly all MFL equipment and resources
- Assist in administrative tasks in preparation for residential trips to France and Spain
- Assist in maintaining Departmental displays
- Assist in writing and editing news about the Department for the School Newsletter.

### **OTHER ASPECTS OF THE POST**

All Support Staff, both full and part-time, are expected to assist at the school's Michaelmas Term Open Morning and may be required to attend departmental meetings at the request of the Head of Department.

### **SALARY**

The role is graded at point 12 on the OLA General Staff Scale and is remunerated at a rate based on a FTE salary of £17,026.

### **INTERVIEW ARRANGEMENTS**

Applicants are asked to submit a completed application form via the TES jobs website (<https://www.tes.com/jobs/employer/-1030286>). Deadline for submissions: **Sunday 25 June 2017.**

*Our Lady's Abingdon is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*