



REDRUTH SCHOOL

Job title:	Technician – higher level specialist (level 4)
Grade:	F
Responsible to:	Headteacher /Head/s of Department/s
Direct Supervisory Responsibility for:	Oversight of trainee technicians
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	<u>Internal:</u> Headteacher, Senior Leadership Team, Head/s of Department/s, all teaching and support staff, pupils <u>External:</u> Parents, Governors, suppliers of goods and services, LA advisers

Main Purpose of Job:

To organise the provision of practical support for the relevant curriculum area for staff and pupils at all key stages in the school. To assist the respective Head/s of Department/s in securing an environment in which pupils can safely pursue investigative practical work, and effectively learn the more complex aspects of the subject area. To support trainee teachers within the department; and assist in the supervision, management and development of any trainee technicians.

Main Duties and Responsibilities

1. To assist the Head of Department in the co-ordination of the use of practical resources and facilities. To provide assistance and advice in the practical needs of the curriculum, including liaising with teaching staff and support staff outside the department.
2. To prepare materials, equipment and teaching aids for classroom use, at the direction of the Head of Department. To tidy up and clean materials and equipment, including breakages and spillages, so as to ensure a safe and hygienic working environment at all times.
3. To support teachers and students during practical work, to include setting up demonstrations and experiments, providing advice to pupils in the development of their tasks, including the safe operation and demonstration of equipment.
4. To oversee the work of small groups of students engaged in practical tasks, as requested by the teacher or Head of Department and under the supervision of the classroom teacher.

5. To assist with exhibitions, demonstrations and displays as requested.
6. To assist in the assessment, monitoring and review of health and safety procedures, including undertaking and recording risk assessments, liaising with County Health and Safety departments and communicating health and safety procedures to all staff and students undertaking activities within the department.
7. To supervise students assigned to the department as part of their work experience programme, under the direction of the Head of Department.
8. To assist with the day to day organisation and development of technical staff to ensure that essential performance standards are achieved.
9. To contribute to the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
10. To prepare specialised tools / equipment / materials / resources within the department (as qualified).
11. To issue and receive back materials and equipment. To check for missing and damaged equipment against inventories and inform the relevant teacher.
12. To check and test equipment routinely to ensure its good, safe, working order and to undertake maintenance, repairs and servicing where needed and within the limits of the post holder's skills and training. To recommend any necessary repairs or arrange further maintenance for equipment on the approval of the Head of Department.
13. To operate a system of stock control, ensuring sufficient replenishment of materials and resources within the approved limits and recommending any additional equipment/material requirements to the Head of Department. To order stock and check deliveries of stock when received as directed.
14. To monitor and achieve the efficient organisation of the work and storage areas and to ensure the cleanliness, safety and security of these areas at all times.
15. To take a lead role in the specialist subject area as required, responding to queries, problems and providing guidance and advice within the department as required.
16. To attend department meetings as required.

Specific responsibilities for DT:

- To carry out regular servicing of tools and machinery in the DT workshops
- Repair tools and machinery as appropriate or to arrange for external to carry out repairs
- To order and prepare materials and components in advance for class projects
- To prepare class sets of materials in readiness for teaching
- To use CNC equipment to cut class sets of students work

- To set up workshops for specific activities as directed by class teacher
- To support within a class setting as appropriate
- To support with whole school events such as Open Evening and after-school clubs as required
- To regularly tidy and re-stock tool cupboards in each workshop
- Preparation of resources e.g. worksheets, display materials
- To have an input into the development of new projects
- To carry out any duties which support the day to day running of the faculty
- To ensure risk assessments are fully compliant and reviewed in line with legislation
- To undertake full training in any relevant field as required

Skills

- Proficient in the use of CAD/ CAM software e.g. 2D Design
- Able to prioritise tasks and manage time effectively
- Able to operate reprographics equipment in the preparation of class resources or to be prepared to undertake full training in the use of reprographics equipment
- Flexibility and the ability to respond quickly to day to day situations as they arise
- Adaptability and the ability to use initiative
- Good hands-on approach and willingness to problem-solve in a variety of situations
- Good communication skills – the ability to communicate with colleagues, line manager and pupils as well as suppliers, external visitors to the faculty and H&S personnel

General responsibilities:

1. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection).
2. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
3. To be responsible for your own continuing self-development, undertaking training as appropriate.
4. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: June 2017

Job Description Prepared by: Redruth School

PERSON SPECIFICATION

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ATTRIBUTES	CRITERIA	HOW IDENTIFIED
<u>Relevant Experience</u>	<p>Good standard of practical knowledge, skills and experience of working within a technical support role within a specialist field, see specific Technician duties attached.</p> <p>Experience of working within a specialist technical support role within a school/college environment.</p>	Desk-top Assessment/ interview.
<u>Education & Training</u>	<p>Level 3 qualification (NVQ, AVCE or 'A' Level) in the related subject plus a minimum Level 2 qualification (NVQ, GNVQ or GCSE grade C or above) in English and Maths.</p> <p>Basic Health & Safety certificate.</p>	Desk-top Assessment.
<u>Special Knowledge & Skills</u>	<p>Experience with materials & procedures subject to COSHH Regulations.</p> <p>Good ICT and clerical skills.</p> <p>Good organisational skills.</p> <p>Awareness of current developments in education.</p>	Desk-top Assessment/ interview.
<u>Any Additional Factors</u>	<p>Self-motivated.</p> <p>Enjoys working with children/young people.</p> <p>Ability to work on own initiative and as part of a team.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>	Interview.