

**NORTHUMBERLAND COUNTY COUNCIL
JOB DESCRIPTION**

Post Title: Technician	Director/Service/Sector: Schools		Office Use
Grade: Band 3	Workplace: Seaton Valley Federation		JE ref: S1460
Responsible to: Lead Technician SVF (with additional day-to-day direction from relevant Heads of Faculty and subject teachers)	Date: February 2020	Manager Level:	
Job Purpose: To provide technical support within primary areas of Design Technology, Art, Food Technology, Science and Music including the set-up, maintenance and repair of equipment and resources and the control and ordering of stock.			
Resources	Staff	None	
	Finance	Assist with purchase orders and receiving of goods.	
	Physical	Classrooms, store cupboards and specialist facilities, equipment and resources.	
	Clients	Internal: Teachers, support staff and pupils External: Suppliers	
Duties and key result areas:			
Main Duties and Responsibilities			
<ol style="list-style-type: none"> 1. To prepare classrooms and workshops for use by staff and pupils ensuring a clean, safe, tidy and healthy working environment is provided at all times. 2. To be responsible for the preparation, supplying and collection of apparatus and equipment, providing technical assistance and support to teaching staff and pupils on the safe and economic use of equipment, resources and materials (including electrical equipment). 3. To provide support through demonstration, by giving advice or assistance in practical activities and support practical experiments/demonstrations by teachers where necessary. 4. To implement agreed learning activities under the guidance of the teacher. 5. To provide learning support to students in lessons including with written tasks and coursework to help them achieve targets and learning objectives. 6. To support the Lead Technician SVF as and when required with preparation, maintenance, hygiene and other ad hoc tasks across a range of curriculum areas. 7. To have a basic knowledge of examination needs and methods of assessment. 8. To support the classroom teacher with clerical and administrative tasks. 9. To be responsible for the maintenance of equipment or organise maintenance and repair, seeking specialist assistance when necessary, in order to ensure safe and efficient operation. 10. To be responsible, in the work undertaken, for the safe storage of equipment and materials and the disposal of waste materials, according to the relevant regulations, guidelines and school procedures and in line with Health and Safety good practice. 11. To undertake regular Health and Safety checks in accordance with school procedures, maintaining health and safety signage and recording relevant activities in maintenance logs. 12. To be responsible for maintaining records of stock levels and loans of equipment and materials and undertake annual stocktaking, ordering new stocks, supplies or equipment when authorised by teaching staff, taking receipt of materials and equipment delivered and passing invoices for payment. 			

13. To have delegated responsibility where required for records of petty cash and the purchase of relevant items when authorised, assessing the availability in line with best value principles and maintaining records of transaction and expenditure in accordance with the schools' financial guidelines.
14. To assist relevant Heads of Faculty and subject teachers in maintaining records of assets including at purchase and disposal.
15. To assist in the organisation and preparation of displays including for open evenings and other school functions as and when required.
16. To ensure at all times that health and safety regulations and other relevant regulations and guidelines such as COSHH and school procedures are adhered to and observed. This may involve participating in regular and routine checking and testing procedures and risk assessments where appropriate, and contributing to the assessment, monitoring and review of Health and Safety procedures and policies.
17. To promote and ensure Health and Safety and good behaviour of pupils at all times.
18. To meet with Head of Faculty and teaching staff to discuss lessons regularly and to participate in training/CPD as required.

General Responsibilities

1. Be aware of and comply with policies and procedures relating to safeguarding of children/vulnerable adults, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure equal opportunities for all.
3. Contribute to the development and implementation of the overall ethos/work/aims of the federation.
4. Develop constructive relationships and communicate with other agencies/professionals.
5. Participate in training and other learning activities and performance development as required.
6. Recognise own strengths and areas of expertise and use these to advise and support others.
7. Undertake other duties and responsibilities that can be reasonably expected of and are relevant to the level and nature of the post.

These schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. You are therefore under a duty to use the federation's procedures to report any concerns you may have regarding the safety or well-being of any child or young person. The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Transport requirements:	Own transport for occasional travel between schools with the Seaton Valley Federation.
Working patterns:	Term-time plus designated days in school holidays.
Working conditions:	Normally indoors. Some exposure to disagreeable conditions requiring use of Personal Protective Equipment (e.g. dust in woodwork room and workshops).

PERSON SPECIFICATION

Post Title: Technician	Director/Service/Sector: Schools	Ref: S1460
Essential	Desirable	Assess By
Knowledge and Qualifications		
<ul style="list-style-type: none"> ● QCF Level 2 or equivalent qualification in a relevant discipline (e.g. GCSE Science, Design Technology, Woodwork etc at Grade C or above) ● Good numeracy and literacy skills (QCF level 2 or above e.g. GCSE English and Maths at Grade C or above) ● Knowledge of relevant codes of practice and awareness of relevant legislation e.g. COSHH, PPE, food hygiene, allergens 	<ul style="list-style-type: none"> ● Accredited training for Design and Technology technicians ● Level 2 Food Safety and Handling Certificate (formerly Foundation or Basic Food Hygiene Certificate) ● Emergency First Aid at Work training ● COSHH awareness training ● Awareness of curriculum requirements at Key Stage 3 and Key Stage 4 	A/I
Experience		
<ul style="list-style-type: none"> ● Experience of providing technical support within Design Technology, Art, Food Technology, Science or Music ● Experience of working with children 	<ul style="list-style-type: none"> ● Experience of providing technical support in a school setting ● ● Experience of working with pupils in Years 5-13 	I/A/R
Skills and competencies		
<ul style="list-style-type: none"> ● Ability to undertake a range of technical support tasks relevant to the role being advertised ● Ability to support the Design Technology, Food Technology, Music, Science and Art curricula with set up and use of specialist equipment, resources and materials ● Ability to maintain and repair curriculum equipment. ● Ability to use photocopier, PC and other office equipment ● Appreciate the support role of other professionals. ● Ability to relate well to children and adults ● Ability to effectively safeguard children and young people including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline ● Energy and enthusiasm for working in a school ● Ability to work as part of a team 	<ul style="list-style-type: none"> ● Interest in and enthusiasm for other curriculum areas 	A/I/R
Physical, mental and emotional demands		
<ul style="list-style-type: none"> ● Manual dexterity to assemble and undertake minor repairs to equipment and apparatus 		R/I

<ul style="list-style-type: none"> • Able to meet the physical demands of the role e.g. carrying moderate weights, periods of standing • Able to work under pressure • Able to maintain vigilance and ensure pupils remain safe. 		
Other		
<ul style="list-style-type: none"> • Satisfactory DBS enhanced criminal record certificate • Good record of attendance and punctuality 		R

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits