



## Walbottle Campus

### Job Description

<b>Job Title</b>	Technician
<b>Reports To</b>	Senior Technician or designated teacher
<b>Hours of Work</b>	Term Time, 37 hours per week, 15 on call days and 3 trainings days
<b>Level and Scale Point</b>	Technician 2 AA655 N4
<b>RESPONSIBLE FOR:</b>	To provide technical support to the Teaching Departments as required. This may be provided to one or more specific departments (e.g. Science, Technology, Creative/Performing Arts) or on a whole school basis (e.g. Media/AV).
<b>MAIN DUTIES:</b>	The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.
Teaching Aids and Resource Materials	<ul style="list-style-type: none"> <li>• (a) preparation and setting out of equipment, materials and other resources for practical lessons in an orderly and presentable manner, in accordance with Department Risk assessments;</li> <li>• (b) checking items for class use in order to ensure that they are functional and sufficient in quantity;</li> <li>• (c) checking that the above items are returned for each class;</li> <li>• (d) constructing simple equipment/apparatus;</li> <li>• (e) care and appropriate handling of resources.</li> </ul>
Care, Maintenance and Repair of Equipment	<ul style="list-style-type: none"> <li>• visual checking and routine cleaning/care of equipment;</li> <li>• returning equipment to storage as soon as practicable;</li> <li>• undertaking simple repairs;</li> <li>• (d) advising Senior Technician if more substantial repair or maintenance has to be carried out.</li> </ul>
Control, Storage and Disposal of Materials	<ul style="list-style-type: none"> <li>• (a) maintaining stock levels and advising Senior Technician of items and quantities required;</li> <li>• (b) ensuring safe and secure storage of materials;</li> <li>• (c) safe disposal of waste materials.</li> </ul>
Care and Maintenance of Teaching Environment	<ul style="list-style-type: none"> <li>• (a) general tidying of equipment, materials and other resources all teaching laboratories and preparatory rooms;</li> <li>• (b) keeping cupboards stocked, tidy and labelled.</li> </ul>
Display and Demonstration Work	<ul style="list-style-type: none"> <li>• (a) setting up equipment/apparatus and materials for demonstrations as requested;</li> <li>• (b) checking that the above is functioning correctly.</li> </ul>
Liaison with Teaching Staff	<ul style="list-style-type: none"> <li>• (a) advice on the availability of equipment, materials and other resources; (b) to work as a member of a Technical Team with regard to the educational aims of the department and school.</li> </ul>
Additional	<ul style="list-style-type: none"> <li>• To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.</li> <li>• Assist in maintaining a healthy, safe and secure environment and act in accordance with the School's policies and procedures.</li> <li>• The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.</li> </ul>