



## Benfield School

### JOB DESCRIPTION

|                         |       |   |            |               |    |
|-------------------------|-------|---|------------|---------------|----|
| <b>Job title:</b>       |       | <b>Technician/Support Assistant</b>   |            |               |    |
| <b>JE code:</b>         | A3828 | <b>Evaluation:</b>  | 450 points | <b>Grade:</b> | N5 |
| <b>Responsible to:</b>  |       | Director of Learning Science  |            |               |    |
| <b>Responsible for:</b> |       | n/a   |            |               |    |
| <b>Effective date:</b>  |       | <b>Status:</b>  |            | Final         |    |
| <b>Location:</b>        |       | Based at Benfield School  |            |               |    |
| <b>Job Purpose:</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.                           |            |               |    |

**1. Teaching Aids and Resource Materials, to include:**

- a) preparation and setting out of equipment, materials and other resources for practical lessons in an orderly and presentable manner, in accordance with Department/School risk assessments
- b) preparation of specific resources from a number of components for practical use;
- c) checking items for class use in order to ensure that they are functional and sufficient in quantity;
- d) checking that the above items are returned for each class;
- e) Constructing complex equipment/apparatus
- f) Care and appropriate handling of resources

**2. Care, Maintenance and Repair of Equipment to include:**

- a) visual checking and routine cleaning/care of equipment;
- b) Returning equipment to storage as soon as practicable:
- c) Undertaking safety checks (eg portable appliance electrical testing) and keeping of appropriate records;
- d) Undertaking intricate and/or major repairs;
- e) Arrange for repairs and maintenance;



- f) Advising line manager if more substantial repair or maintenance has to be carried out;
- 3. Control, Storage and Disposal of Materials to include:**
- a) Maintaining stock levels and advising line manager of items and quantities required
  - b) Ensuring safe and secure storage of materials
  - c) Safe disposal of waste materials
- 4. Care and Maintenance of Teaching Environment to include**
- a) General tidying of equipment, materials and other resources within all teaching and preparatory rooms
  - b) Keeping cupboards stocked, tidy and labelled
- 5. Display and Demonstration Work to include**
- a) Setting up equipment/apparatus and materials for demonstrations as requested
  - b) Checking that the above is functioning correctly
- 6. Liaison with Teaching Staff to include**
- a) Advice to teachers on the safe and effective use of equipment/apparatus and materials
  - b) Advice on the availability of equipment, materials and other resources
  - c) Notify line manager of any ways in which efficiency and safety could be improved
  - d) To work as a member of a Technical Team with regard to the educational aims of the department and school
- 7. Plants and Animals to include**
- a) Monitor and maintain faculty greenhouses
  - b) Monitor and maintain environments associated with faculty animals including beehives
8. Under the agreed system of supervision, to supervise whole classes of students in the faculty undertaking work which has been set in accordance with college policy/practice. Offer support to student when they get into difficulty completing the set work.
9. To support the teacher in the delivery of a range of curriculum-related activities before, during and after the school day.
10. To support the preparation of coursework for examination moderations.



11. To assist in the supervision of students on out of school visits.
12. To co-ordinate the collection of funds from enterprise activities in accordance with the School's financial regulations.
13. To carry out midday supervision as required.
14. To promote and implement the School's Equality Policy in all aspects of employment and service deliver.
15. To assist in maintaining a health, safe and secure environment and to act in accordance with the School's policies and procedures.

July 2014