**POST TITLE: Techncian**

**LOCATION/BASED: Jesmond Park Academy**

**GRADE: N4**

**RESPONSIBLE TO: Principal or other designated teacher or Senior**

**Technician**

**CORE PURPOSE:** 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).

**MAIN DUTIES & KEY RESPONSIBILITIES**

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 simple 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 (e.g. portable appliance electrical testing) and

keeping of appropriate records;

(d) undertaking simple repairs;

(e) advising line manager if more substantial repair or maintenance has to be

carried out.

3 Control, Storage and Disposal of Materials, to include:

1. maintaining stock levels and advising line manager of items and quantities

required;

1. ensuring safe and secure storage of materials;
2. safe disposal of waste materials.

4. Care and Maintenance of Teaching Environment, to include:

1. 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:

1. 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:

1. advice to teachers on the safe and effective use of equipment/apparatus

and materials;

1. advice on the availability of equipment, materials and other resources;
2. notify line manager of any ways in which efficiency and safety could be improved;
3. to work as a member of a Technical Team with regard to the educational

aims of the department and school.

**GENERAL RESPONSIBILITIES**

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust’s Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

**OTHER**

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It’s important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.