



Technician | Job Description

Salary and grade:	SCP 4-6 (£18,426 - £19,171 FTE)
Reports to:	Subject Leader(s)
Responsible for:	Managing and maintaining resources in a specified curriculum area(s). Coordinating the use and maintenance of practical resources and facilities and to provide advice and administrative support in meeting the practical needs of the curriculum.
Disclosure Level:	Enhanced

Main purpose of the job:

- To contribute to the values and beliefs of the Academy
 - Effectively manage and maintain resources within the curriculum area(s)
 - Provide support to Classroom Teachers in practical lessons
 - Prepare the learning environment and equipment for practical lessons
 - Undertake administrative duties within the curriculum area(s) as appropriate
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Main (Core) Duties

- Provide classroom support for practical lessons and resource equipment as required.
- Ensure the availability of suitable materials, equipment etc for practical activities including discussion with, advice and feedback to teaching and/or classroom support staff.
- Collect, assemble, prepare, issue, clear away, clean, maintain, and store equipment required for practical lessons or demonstrations. (including use of new technologies). This may be in a classroom or appropriate learning /sport facility.
- Construction and repair of apparatus, including testing, collection and cleaning examination apparatus
- Preparation and maintenance of materials, stock and apparatus required for demonstrations and for practical work.
- Assist with demonstrations within the appropriate learning environment and outside to support teaching staff, trial practical lessons and advise staff of outcomes
- Keep up to date accurate accident/first aid records
- Carry out repairs to damaged equipment where possible.
- Setting up for practical sessions, as required
- Safe storage of all equipment, materials and any chemicals, as per CLEAPSS and ASE protocol.



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- Recovery and safe disposal of any residues and solutions from lessons and other areas.
- Maintenance of an inventory of materials and equipment and associated stock taking duties.
- General upkeep or stock/storerooms.
- Support cover supervisors/supply teachers ensuring cover and equipment is available.
- Coordinate with site manager around the checking of any fixed equipment
- General administration duties including photocopying/duplicating, displays as required.
- Under the direction of the Subject Leader, place orders, check deliveries, invoices (including petty cash) and keep appropriate records of expenditure.
- To provide support on educational visits and events held by the curriculum area.
- Any other duties commensurate with the scale of the post as required by the Principal

Communications

- To ensure effective communication as appropriate with all stakeholders and persons or bodies outside the Academy, particularly with our sponsors

Management of Resources

- To manage the available resources effectively in the subject area(s)
- To contribute to the process of the ordering of equipment and materials
- To identify resource needs and to contribute to the efficient/effective use of physical resources

Other Specific Duties

- To actively promote the Academy's corporate policies
- To continue personal development as agreed
- To actively engage in staff review and development

Safeguarding

"Co-op Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf".

Additional Duties

To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example



Health & Safety Responsibilities

All employees have the responsibility:

- To comply with safety rules and procedure laid down in their area of activity
- To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- To use protective clothing or equipment as may be provided
- To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- To co-operate with the Principal in the fulfilment of the objectives of the Academy's Health and Safety policies

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Co-op Academies Trust is committed to safeguarding and protecting the welfare of children. This role is subject to an enhanced DBS disclosure and other employment checks required for the role. Please contact us if you require further details of any of these requirements.



Technician | Person Specification

	• Essential	• Desirable	
Qualifications	<ul style="list-style-type: none"> • C+ grades or equivalent in English and Maths 	<ul style="list-style-type: none"> • GCSE C+ grades in either Art, Music, PE or Science 	<ul style="list-style-type: none"> • Qualifications
Experience		<ul style="list-style-type: none"> • Experience of working with young people 	<ul style="list-style-type: none"> • Application • Interview
Professional knowledge and understanding	<ul style="list-style-type: none"> • Understanding of technical /practical issues relating to Art, Music, Science and/or PE equipment 		<ul style="list-style-type: none"> • Application • Interview
Skills and attributes	<ul style="list-style-type: none"> • Creative & technical • Excellent organisational & administrative skills • Excellent oral and written communication skills • Able to build relationships with young people • Excellent ICT skills • Ability to prioritise workload and meet tight deadlines • Accuracy and attention to detail 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Application • Interview
Personal Qualities	<ul style="list-style-type: none"> • Positive and enthusiastic, can do approach • A keen interest in either Art, Music, Science and/or Sport • Excellent attendance record • Flexible and adaptable • Able to use initiative • Good team member 		<ul style="list-style-type: none"> • Interview



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	<ul style="list-style-type: none">• Ability to set and maintain standards as a role model for students• Willingness to participate in the wider life of the school• A commitment to personal professional development		
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Co-op Academies Trust is committed to safeguarding and protecting the welfare of children. This role is subject to an enhanced DBS disclosure, and other pre-employment checks, and the Childcare Disqualification Regulations are also applicable. Please contact us if you require further details of any of these requirements.