

JOB DESCRIPTION

JD no: 5

Job Details

Post Title	Assistant Technician
Responsible to	Line Manager

Purpose of job

Under the direction of the Technician/Senior Technician, work with teachers as part of a professional team to support learning by providing technical assistance through the preparation and maintenance of teaching areas and equipment for pupils.

Responsibilities

1. Prepare specific resources/materials/equipment for lessons, as directed lifting and moving equipment.
2. Maintain sufficient supplies of materials to enable delivery of lessons.
3. Safely and securely store allocated equipment and materials to prevent unauthorised access/misuse.
4. Clean and undertake day to day maintenance of equipment as needed and as directed to ensure it is clean and in good working order.
5. Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to the line manager.
6. Undertake basic record keeping as directed.
7. Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.

Individuals in this role may also undertake some or all of the following:

8. Assist in delivering practical learning activities for pupils.
9. Provide clerical and administrative support as directed.
10. Order supplies as directed.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Assistant Technician will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Assistant Technician will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Assistant Technician is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Assistant Technician will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Assistant Technician is employed for [hours] per week for [weeks]

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Assistant Technician will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Assistant Technician will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

Job Details

Post Title	Technician
Responsible to	Line Manager

Purpose of job

To work with teachers as part of a professional team to support learning by providing technical assistance through the preparation and maintenance of teaching areas and equipment for pupils.

Responsibilities

1. Set up resources/materials/equipment for lessons.
2. Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use.
3. Safely and securely store allocated equipment and materials to prevent unauthorised access/misuse.
4. Clean and undertake maintenance of equipment as needed and as directed to ensure that it is clean and in good working order.
5. Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to line manager.
6. Undertake record keeping, as directed.
7. Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.

Individuals in this role may also undertake some or all of the following:

8. Secure and work with hazardous materials.
9. Provide clerical and administrative support as directed.
10. Support structured and practical activities for groups or on a one-to-one basis.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Technician will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Technician will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Technician is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Technician will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Technician is employed for [hours] per week for [weeks]

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Technician will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Technician will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

Job Details

Post Title	Senior Technician
Responsible to	Line Manager

Purpose of job

To work with teachers as part of a professional team to support learning by providing technical assistance through working with pupils in the delivery/demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for pupils.

Responsibilities

1. Plan, prepare and set up specific resources/materials/equipment for lessons, under general direction of the class teacher.
2. Contribute to the development of lesson and work plans.
3. Implement structured and agreed practical learning activities for groups or on a one-to-one basis, as prepared by, and under the direction of, the class teacher.
4. Develop, prepare and maintain specialist resources as required.
5. Ensure the safe and secure storage of allocated resources/materials/equipment to prevent unauthorised access/misuse.
6. Clean and undertake maintenance of equipment as needed and as directed to ensure that it is clean and in good working order.
7. Update records, including production of reports and analysis of information.
8. Contribute to planning and development of systems, policies and procedures for their technical area.
9. Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to line manager.
10. Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.
11. Demonstrate the use of equipment to technical and other staff.

Individuals in this role may also undertake some or all of the following:

12. Supervise the training and development of other technical support staff.
13. Provide clerical and administrative support to the classroom teacher as directed.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Senior Technician will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Senior Technician will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Examinations Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Senior Technician will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Senior Technician is employed for [hours] per week for [weeks]

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Senior Technician will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Senior Technician will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.