

ROCHDALE BOROUGH COUNCIL

SCHOOL: Falinge Park High School

JOB DESCRIPTION

Job Title:	Technician (Level 3)
Grade:	Grade 5 (SCP) 12-17
Responsible to:	See organisational chart below
Responsible for:	See job description and person specification for further details
Hours of Duty:	37 hours per week – term time only plus two weeks
Any Special Conditions of Service:	<ul style="list-style-type: none">• The Postholder may be required to attend evening and weekend meetings• The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.• Annual Leave – Term Time Only – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave.• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	<ul style="list-style-type: none">➤ Approach the job at all times using the values set out in the Rochdale Way:<ul style="list-style-type: none">• Valuing our people• Focusing on customers• Acting with integrity• Using time and money wisely• Working together• Always learning and improving➤ Be aware of and apply the Rochdale Way behaviours at all times.
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:

HEADTEACHER

DIRETOR OF AREA

SUBJECT LEAD

CURRICULUM & MIS MANAGER

PURPOSE AND OBJECTIVES OF THE 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.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

Financial

To work in accordance with Financial Regulations and procedures of the School.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the Councils/School's rules and regulations relating to the use of ICT, email and intranet/internet access.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health and Safety policies and procedures and current legislation.

Equality and Diversity

To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

Training and Development

The postholder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's Performance Management Framework.

Relationships (Internal and External)

Internal:

1. School staff.
2. Senior managers.
3. Governors.
4. Volunteers.
5. Pupils.
6. Users of the School.

External:

1. Parents/carers.
2. Staff in other schools and within the LA.

3. Suppliers of equipment and services.

RESPONSIBILITIES:

The postholder must:

1. Perform his/her duties in accordance with the Authority's/School's Equality and Diversity Policy.
2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

Under the direction of the class teacher:

1. Plan, prepare and set up specific resources/materials/equipment for lessons.
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 to ensure it is clean and in good working order.
7. Update records, including production of reports and analysis of information.
8. Contribute to the planning and development of systems, policies and procedures for their technical area.
9. Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.
10. Order and maintain resources within an agreed budget.
11. Demonstrate the use of equipment to technical and other staff.
12. Ensure the adherence to health and safety regulations by technical support staff within the school. **<Please delete as appropriate>**
13. Supervise the training and development of other technical support staff. **<Please delete as appropriate>**
14. Provide clerical and administrative support to the class teacher as directed. **<Please delete as appropriate>**
15. Undertake pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff in accordance with school procedure. **<Please delete as appropriate>**

SECONDARY DUTIES

1. To be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person (as named in the policy concerned).
2. Appreciate and support the role of other professionals.
3. Contribute to the school ethos, aims and the development/improvement plan.
4. Attend relevant meetings as required.
5. Participate in training and other learning activities and performance development as required.
6. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the post-holder and if she/he wishes with her/his trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____