**Ursuline College**

**Job Description/Person Specification**

**Technology Technician**

**Report to or Line Manager:** Head of Technology Department

**Grade:** KR4

**Hours per week:** 15

**Weeks per year:** 38 (Term Time only)

**Main Purpose of Job:**

**To provide general assistance and information as required in the preparation of resources for practical lessons and to actively assist and support the teaching staff in the smooth running of the department**

Ursuline College All Staff Responsibilities:

* To be committed to safeguarding and promoting the welfare of children and young people within the school
* To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school
* To 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
* To be aware of and support difference, and ensure equal opportunities for all
* To attend and support appropriate meetings/courses and to undertake any training as deemed necessary in order to keep abreast of development

**General Administration Duties**

* To maintain high personal professional standards of attendance, punctuality, appearance and conduct, and develop positive relations with students, parents   
  and staff
* To evaluate and improve your own practice and to take responsibility for your continuing professional development

**Specific Duties and Responsibilities:**

* Preparation of equipment to ensure that the correct resources are available for practical lessons
* Provide technical advice and assistance to teaching staff and students
* Help support students in lessons, under the direction of the class teacher
* Assist with demonstrations as required by the class teacher
* Support students who are involved in identified projects under the direction of the class teacher
* Preparation of materials for pupils to use in classes
* Deliver equipment to classes and collect, check and return equipment to storage to ensure that it is safely, securely and appropriately stored
* Maintain the teaching rooms and store areas
* Maintain and order supplies: Unpack and check new equipment delivered
* Collect materials from local suppliers
* Photocopy worksheets and exam papers
* Put up and maintain classroom displays
* Perform health and safety checks on equipment and help to ensure health and safety standards are maintained throughout the department
* Support students’ learning in the classroom and student mentoring
* Maintain an appropriate first aid qualification and provide first aid to students, staff and visitors as required

**Other**

A Technician may be required to undertake any other reasonable tasks as required by Academy Principal or Executive Principal.

This job description is current at the date shown, but, in consultation with the postholder, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

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| *This job description may be reviewed and is subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation of the post holder’s professional responsibilities and duties.*  *The post holder will be expected to carry out all duties in the context of, and in compliance with, all the College’s policies and procedures.* |

**Person Specification:**

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| **Criteria** | | Essential Desirable | |
| **Skills, Knowledge & Abilities** | Good communication skills  Ability to organise, manage and prioritise workload effectively  Ability to act upon own initiative  Ability to work as part of a team  Ability to adapt to an ever-changing environment  Suitable to work with children and relate to them, in particular 11-19 yrs age group  Working knowledge of Data Protection Act | **🗸**  **🗸**  **🗸**  **🗸**  **🗸**  **🗸** | **🗸** |
| **Previous Experience** | Basic IT skills with knowledge of Microsoft Word and Excel  Experience of providing a quality customer service |  | **🗸**  **🗸** |
| **Qualification/ Training** | Good level of general education (minimum of NVQ level 2 or equivalent)  First Aid qualification  Knowledge of Health & Safety procedures  Willingness to undertake further training as required | **🗸**  **🗸**  **🗸** | **🗸** |
| **Other** | Flexible approach to working hours to meet the needs of the organisation | **🗸** |  |