**Job title:** GeneralSupport Technician

**Contract:** Permanent, Term Time only.

Hours: Parttime (minimum of 25 hours) / full time

**Salary:** Kent Range 4

**Responsible to:** SLT

**Overall Responsibility**

* Overall, to support the teachers and Office staff in the Sevenoaks site.
* Support the maintenance of a safe working environment where the correct Health and Safety procedures are followed.
* Comply with all school policies, particularly those on Health and Safety, child protection, confidentiality and data protection.
* Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the every child matters agenda and area child protection procedures.
* Supervise students during the mealtime period to minimize any disruption, so that all students are safe, cared for and have an enjoyable and sociable lunchtime.

**Duties and Accountabilities**

Food Technician

* To help prepare resources for practical lessons including setting up equipment as well as any necessary reprographics work.
* To assist in lessons, if required.
* To provide information and perform tasks as required by the Head of Department
* Help to ensure that pupils follow the correct Health and Safety procedures.
* To keep equipment and classrooms in good working order e.g. arranging repairs and keeping working areas clean and tidy.
* To ensure stock is ordered, checked, stored and distributed as and when required and co-ordinated with the scheme of work.
* To keep the Food Rooms supplied with consumables.

Art Technician

* To help prepare resources for practical lessons including setting up equipment as well as any necessary reprographics work.
* To assist in lessons, if required.
* To provide information and perform tasks as required by the Head of Department
* Help to ensure that pupils follow the correct Health and Safety procedures.
* To keep equipment and classrooms in good working order e.g. arranging repairs and keeping working areas clean and tidy.
* To ensure stock is ordered, checked, stored and distributed as and when required and co-ordinated with the scheme of work.
* To keep the Art Rooms supplied with consumables.
* To display student work within the department and the whole school.
* To manage the storage of students’ work within the department.
* If and when needed, load and fire kilns (training will be provided).

Midday Supervisor

* Supervising students in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school’s policies and procedures.
* Establishing safe and appropriate behaviour by effective intervention or referral to senior staff.
* Ensuring students enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain the safety and well-being of all students.
* Ensuring students eating meals are seated in an orderly fashion to maintain safety and well-being of the students.
* Assisting the students, as necessary, during the meal break to ensure their well-being.
* Assisting students, where necessary, with the collection of food and return of trays, or other items to the service counter.
* Assisting in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
* Ensuring that, once meals are finished, the dining area is wiped down etc. and left in a clean and tidy manner to maintain a clean and tidy environment.
* Operating, where applicable, a first aid service, during the mealtime to deal safely and quickly with any accidents that occur.
* Completing any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
* Putting out tables (where applicable).
* Reporting any unauthorised visitors on school premises.

Library

* Maintain the library on a daily basis, including shelving returned books and keep library well ordered.
* Oversee the procedure surrounding of overdue books, including printing overdue book notices at the end of each school day and place notices in the form trays ready for the next day’s form time.
* Make sure all library computers are in good working order.
* Advise Library Manager/Assistant Librarian of any issues/concerns.
* Support Library Manager and Assistant Librarian in various library based activities such as book clubs at break/lunch or library lessons that take place in lesson time – normally in the autumn term.
* Assist students using the library at break and lunchtime. Ensure a quiet well regulated environment conducive to study and reading.
* Issue books to pupils at break and lunchtime.
* Manage reservations renewals and overdue book queries in the absence of the Library Manager/Assistant Librarian.

Ad Hoc Duties

On occasion there may be a necessity for the position to assist the other Technician in their duties.

***Foot Note***

*This job description will be reviewed annually and may be 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 School in relation to the post holder’s professional responsibilities and duties.*

*Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.*

**PERSON SPECIFICATION**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

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|  | **Criteria**  |
| **Qualifications** | * GCSE 5 A\* ‐ C or equivalent
* First Aid training (or will undergo training)
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| **Experience** | * Having previously worked with young people or in a school environment is desirable but not a necessary requirement.
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| **Skills & Abilities** | * Computer skills in Word and Excel is required
* Excellent numeracy/literacy skills.
* Effective communication skills to be able to develop open and constructive relationships with a wide range of young people and staff
* Reliable, approachable, friendly and have a good sense of humour
* Ability to prioritise effectively
* Ability to relate well to people on all levels
* Work constructively as part of a team, understanding School roles and responsibilities and your own position within these
* Ability to interpret advice/statute and to devise policy/practice in the light of these
* Discreet and able to maintain confidentiality
* Self-reliant and self-motivated
* Adaptable and flexible
* Good organisation and personal management skills
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| **Knowledge** | * Aware of health and safety issues as they relate to a school environment.
* Interest in Food would be ideal
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