

Ursuline College



Job Description/Person Specification

Technology Technician

Report to or Line Manager: Head of Technology Department

Grade: KR3

Hours per week: 37

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
- 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
- Student mentoring
- Maintain an appropriate first aid qualification and provide first aid to students, staff and visitors as required

Person Specification:

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	✓	

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.