

JOB DESCRIPTION

Job Title:	Technician – Level 2	Job Ref:	XS 4.4
Postholders name:		Grade:	3
Reports to:	Head of IT Department		

Main job purpose

1. To provide technical and administrative support to teaching staff in a designated subject area/department (eg IT department) including some in-class support with pupil activities.
2. To support the teaching staff within a designated subject area/department to ensure the safe and proper use and maintenance of resources and equipment.

Main responsibilities and duties

1. To prepare and maintain classrooms, laboratories and workshops, and materials for use by staff and pupils ensuring that an orderly, safe and healthy environment is provided for teaching activities.
2. To prepare and assemble teaching resources, apparatus and equipment for use by the teacher and pupils. This may be specific equipment for the particular subject/department or conventional equipment.
3. To contribute to teaching sessions as appropriate by demonstrating or advising on the proper and safe use of materials and equipment for practical activities, including directed support for individual pupils.
4. To maintain basic repairs, setting up, checking, moving IT and other equipment where practical to do so.
5. To be responsible for the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures.
6. To maintain appropriate records for the control and allocation of relevant equipment and resources, including service schedules and inventories.
7. To undertake ordering and stock allocation activities as authorised, including arrangements for the local purchase of materials through petty cash.
8. To assist with the issue and return of textbooks or other teaching aids.

9. To ensure that Health and Safety requirements and other relevant regulations (e.g. COSHH) are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.
10. To work co-operatively with other technicians to develop and share skills and expertise.
11. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
12. Troubleshooting common computer, printer, login and software issues.
13. Supporting staff with classroom technology, including interactive screens, projectors and associated equipment.
14. Carrying out routine checks and basic IT maintenance.
15. Preparing IT equipment and accounts for new staff and students.
16. Reporting more complex technical problems to the IT manager.
17. Keeping IT equipment and work areas organised and in good working order.
18. Providing friendly, basic IT support to everyone who uses IT across the school.
19. To undertake other duties as may reasonably be required from time to time.

Knowledge & skills

Essential:

A vocational or academic qualification in the relevant subject area at NVQ level 2 or above, together with 2 years of practical experience in an appropriate work area.

Familiarity with the safe and proper use of any specialist equipment for which the post will be responsible.

Good interpersonal skills and the ability to work co-operatively within the staff team.

Desirable:

A vocational or academic qualification in the relevant subject area at NVQ level 3 or above.

Supervision and management

Requests for lesson support and equipment needs are notified by teaching staff under the general supervision of the Head of Department (may be via Senior Technician in some cases). Limited direct supervision of day to day activities.

Problem solving and creativity

Applying technical skills and knowledge to resolve any problems with the setting up or maintenance of equipment.

Key contacts and relationships

Daily interaction with teaching staff, pupils and other support staff. Some contact with external suppliers and contractors, as required.

Decision making

Deciding when to intervene in pupil activities for instruction or safety purposes.

Resources

Use of a computer for extracting and recording relevant data.

Competent use and application of relevant equipment for the particular subject area/department (e.g. power tools and computer aided design equipment for Design and Technology activities).

Protective clothing will be provided and must be worn at all times.

Working Environment

Duties will normally be undertaken within classrooms, laboratories or workshops in the school. There may be some use of chemicals or toxic materials and/or some use of power tools or other potentially harmful equipment in certain posts.

Some lifting and movement of resources and equipment will often be required, using trolleys where appropriate.