



BEVERLEY GRAMMAR SCHOOL TECHNICIAN TECHNOLOGY DEPARTMENT

Job Title: Technician (Technology Department)

Responsible to: Head of Technology

Location: Beverley Grammar School, Queensgate, Beverley

Grade:

Hours: 37 hours per week, term time only

PURPOSE AND SCOPE:

Under the overall direction and control of the Head of Department to:-

- provide a technical support service to the Technology department
- provide student mentoring
- undertake repairs and maintenance

MAIN DUTIES AND RESPONSIBILITIES

Planning and Preparation

- to undertake preparation of materials for students' practical work, including machinery and tools.
- to prepare teaching aids and display materials as directed by the HOT.

Maintenance

- to maintain the Technology teaching, preparation, storage and display areas. Supervise, undertake or request special cleaning of equipment, work surfaces, sinks, etc. Liaise with outside contractors working within the Technology Department
- to carry out routine maintenance of tools and equipment, materials, rooms, entrances and corridors within the Technology Department.

Undertaking Learning Activities with Teachers and Pupils

- to provide teaching support as directed by the HOT.
- to prioritise the development of the Computer Aided Engineering curriculum, and to provide specialist hardware and software support to the Technology Staff.
- to liaise with external partners (local industry, FE, HE and professional bodies) in the further development of the wider curriculum, under the direction of HOT.

- to assist in the provision of safe working practices, including the oversight of students using materials and equipment, under the general direction of teaching staff.

Stock maintenance and storage

- to store and maintain all equipment and materials, reporting on stock levels and conditions as required.
- to assist with the checking and storage of all deliveries in an efficient and safe manner.
- to requisition new items to approved standards. Dispose of or recycle used tools, equipment and materials in a safe manner.

Health and Safety

- to carry out regular health and safety inspections of tools, equipment, materials, rooms, entrances and corridors within the Technology Department. Upgrade or repair any items that require attention.
- to inform HOT of any deficiencies in any equipment tested that would make it unsafe.
- to inform the HOT of any general Health and Safety, or other risks, within the Department.
- to understand and be aware of all health and safety instructions on the use of the department's resources (e.g. tools, materials, equipment etc.)
- to maintain health and safety records.
- to ensure own health and safety accreditation/training is current.

The protection and safeguarding of students and staff is of paramount importance and is the responsibility of all members of staff. Health and safety should never be compromised

General Duties

- to participate in the appraisal and professional development policy
- to carry out duties with due regard to the school's policies on equal opportunities, health and safety, and quality assurance.
- to perform other duties as reasonably corresponds to the general character of the post and are commensurate with its level of responsibility
- minor decision making to ensure the provision of a high quality technical support service and student mentoring

Post holder may be required to work in more than one area of the school. If this involves using unfamiliar equipment, techniques or procedures, appropriate training will be given.

Advice and guidance on all matters is available from the HOT who will make all major decisions.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing needs of the school.



BEVERLEY GRAMMAR SCHOOL
Technician Technology Department

PERSON SPECIFICATION

Experience	Experience of working in a support capacity in a school with students of relevant age or in an appropriate learning environment.	Desirable	App form
Qualifications and Training	Good literacy and Numeracy skills to NVQ2 IT literate – to be able to use a computer	Essential Essential	App form
Knowledge and Skills	Working knowledge and skills of general wood work and metal work preparation; Ability to encourage pupils to learn using available resources; Ability to undertake varied duties; Good communication skills with people at all levels; Ability to gain respect of students through manner of confidence and authority; Able to organise own workload in the context of varied tasks; Effective time management and organisation skills; Awareness of health and safety (including COSHH)	Essential Desirable Essential Essential Essential Essential Essential Essential Essential Desirable	ALL: App form & interview
Personal Qualities	Able to work calmly under pressure; Ability to critically evaluate own performance and make any necessary changes to be more effective; Enthusiasm; Honesty, reliability, loyalty	Essential Desirable Essential Essential	ALL: App form & interview