ROCHDALE BOROUGH COUNCIL

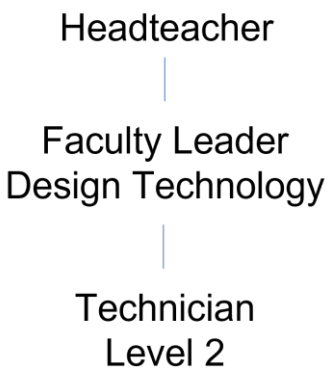
SCHOOL: Cardinal Langley RC High School (Job Ref: TECH2/DT/TEMP/261126)

JOB DESCRIPTION

Job Title:	Technician (Level 2)
Grade:	Grade 3 (SCP) 5-6
Responsible to:	**Faculty Leader (Design Technology)**
Responsible for:	**.**
Hours of Duty:	**Part time, 25 hours per week; term time only**
Any Special Conditions of Service:	• The Postholder may be required to attend evening and weekend meetings • The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school. • **Annual Leave – Term Time Only** – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	➢ Approach the job at all times using the values set out in the Rochdale Way: • Proud • Passionate • Pioneering and Open ➢ Be aware of and apply the Rochdale Way behaviours at all times.
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:



PURPOSE AND OBJECTIVES OF THE JOB

To work with teachers to support learning by providing technical assistance through the preparation and maintenance of teaching areas and equipment for pupils.

CONTROL OF RESOURCES

Personnel
To be responsible for the direction, support and motivation of self and any staff under postholder's control.

Financial
To work in accordance with Financial Regulations and procedures of the School.

Equipment/Materials
To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the School's rules and regulations relating to the use of ICT, email and intranet/internet access.

Health/Safety/Welfare
Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health and Safety policies and procedures and current legislation.

Equality and Diversity
To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

Training and Development
The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's arrangement.

Relationships (Internal and External)

Internal:
1. School staff.
2. Senior managers.
3. Governors.
4. Volunteers.
5. Pupils.
6. Users of the School.

External:
1. Parents/carers.
2. Staff in other schools and within the LA.

3. Suppliers of equipment and services.

RESPONSIBILITIES:
The postholder must:

1. Perform his/her duties in accordance with the Authority's/School's Equality and Diversity Policy.

2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.

3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

Under the direction of the Team Leader/Senior Technician: (delete as appropriate)

1. Set up resources/materials/equipment for lessons.

2. Support structured and practical activities for groups or on a one-to one basis.

3. Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use.

4. Safely and securely store allocated equipment and materials to prevent unauthorised access/misuse.

5. Clean and undertake maintenance of equipment as needed and as directed to ensure that it is clean and in good working order.

6. Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to line manager.

7. Undertake recordkeeping as directed.

8. Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.

9. Secure and work with hazardous materials.

10. Provide clerical and administrative support as directed.

11. Undertake pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff in accordance with school procedure.

SECONDARY DUTIES

1. To be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person (as named in the policy concerned).

2. Appreciate and support the role of other professionals.

3. Contribute to the school ethos, aims and the development/improvement plan.

4. Attend relevant meetings as required.

5. Participate in training and other learning activities and performance development as required.

6. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the post-holder and if she/he wishes with her/his trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____