



SIR JOHN NELTHORPE SCHOOL

A Community Empowered

RESPECT - RESILIENCE - INTEGRITY



JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

Job title: Technician	Service Area: Education, Training and Development
Post number:	Division:
Grade: 4	Section/team:
Overall purpose of job: To provide a general technical support to teaching staff, pupils and management within the school.	
Main responsibilities • Maintain workshop machinery in an operable state paying due regard to Health and Safety issues. This will include specialist attention to spillages on work surfaces and floors • To perform monthly checks on machinery as listed in each rooms inventory and carry out occasional PAT testing on an ad-hoc basis. • To prepare and recycle materials as necessary • To maintain storage areas in a tidy state • To assist in the production of specialised tools and jigs as necessary • To assist teaching staff in the preparation of visual aids, pupil workbooks, instruction sheets • To assist in the control, storage, and handling of stock including chemicals • To assist in the maintenance of wall displays • To maintain hand tools (planes, chisels, food processors etc) in a useable state • To carry out the duties of the post in all areas of the school • Instruct students in the safe use of tools and equipment when required. • Ordering of resources taking into account Best Value and maintain stock and inventory.	



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Knowledge, skill and experience:

- Ability to interpret teachers plans to ascertain equipment required for each lesson
- In depth knowledge of COSHH regulations
- In depth knowledge of science/chemicals needs and use in schools
- Ability to plan lessons where supply teachers are employed
- Ability to train teaching colleagues in the safe use of specialised equipment and chemicals

Creativity and Innovation:

- It is essential that the post holder has the ability to find solutions to problems regarding imaginative and safe use of equipment to compliment the planned lessons.
- There will be a need to use initiative when planning and delivering training

Decision Making:

- As the work is covered by strict regulations in the use of equipment there is not much room for decision making therefore any made would be easily remedied.
- Although some decisions will be made around planning lessons where supply teachers are employed.

Contacts and Relationships:

- The contacts are mainly within the school in order to discuss requirements around equipment and the safe use of materials and for planning lessons and training

Responsibility for Resources: (to include approximate value, sole or shared responsibility and for what percentage of their working hours)

None

WORK ENVIRONMENT

Work Demands:

The post will cover the whole of the school with various teaching areas therefore there will be several demands on the post holder however this will not interfere with the programme of work as a whole.

Physical Demands:

There may be occasions where the post holder will need to be in awkward postures when setting up equipment



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Working conditions:

Normal

Work context:

There will be potentially moderate risks for the post holder with regard to personal safety whilst using chemicals

Position in organisation:

Indicate how many staff the post is directly accountable for: None

PERSON SPECIFICATION

Criteria	Essential	Desirable	Assessment Method
Qualifications and Training	Relevant technical/vocational qualification (e.g., NVQ, BTEC, City & Guilds in Design & Technology, Science, or Engineering) Training in Health & Safety, including COSHH	First Aid training Portable Appliance Testing (PAT) qualification Training in handling and storage of chemicals	Application Form Certificates
Experience	Experience of maintaining and using workshop machinery, tools, and equipment Experience in an educational, workshop, or laboratory environment Experience preparing, handling, and recycling materials Supporting staff and pupils in safe use of tools and equipment	Stock management and ordering experience Experience producing visual aids, instructional materials, or displays Experience training others in safe use of specialist equipment	Application Form Interview References
Knowledge and Skills	In-depth knowledge of COSHH regulations and safe chemical handling Ability to maintain tools, equipment, and storage areas Ability to interpret lesson plans and prepare resources Problem-solving skills to resolve practical issues safely Strong organisational skills, including stock control and record-keeping Ability to support lessons with supply teachers Good communication and interpersonal skills	Knowledge of Design & Technology, Science, and/or Food Technology curriculum requirements IT skills for producing resources and managing inventories Knowledge of best value principles when ordering	Application Form Interview Practical Task/Test
Personal Qualities	Reliable, punctual, and well-organised Attention to detail and methodical approach Commitment to maintaining a safe learning environment Flexible and adaptable across subjects/areas Able to work independently and as part of a team	Creative in producing displays, resources, and teaching aids Willingness to undertake further training and professional development	Interview References



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Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.