



Kelmscott School

"Putting Learning First"

## **KELMSCOTT SCHOOL JOB DESCRIPTION**

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| <b>Post:</b>            | <b>Technician (Curriculum/Resource Support)</b>                  |
| <b>Hours:</b>           | <b>36 hours per week (Term time only)</b>                        |
| <b>Scale:</b>           | <b>Scale 4</b>   |
| <b>Responsible to:</b>  | <b>Assistant School Business Leader (via Head of Department)</b> |
| <b>Responsible for:</b> | <b>N/A</b>   |

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### **Job Purpose**

Under the instruction/guidance of the Head of Department and Senior Staff, provide general support to staff and students in designated curriculum areas and support the implementation of all school wide procedures as appropriate.

To work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

### **Duties & Responsibilities**

#### **Support for Students**

1. Support students in accessing learning activities under the guidance of the teacher.
2. Prepare and assemble tools, apparatus and equipment for demonstration, class practical work, assessments and examinations.
3. Prepare resources, consumables, learning materials and rooms for lessons.
4. Support students to use equipment safely and competently.

#### **Support for the Teacher**

1. Create and maintain a purposeful, orderly and productive working environment.
2. Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
3. Maintain records as requested including inventory and H&S records.
4. Ensure the health and safety and good behaviour of students at all times.

5. Provide clerical/administrative support e.g. telephoning to make enquiries, photocopying, printing, display.
6. To clean down after lessons as appropriate, including the cleaning of tools, apparatus and equipment.
7. Routinely clear out cupboards, drawers, and storage and monitor contents and condition of stock.
8. To undertake with stocktaking as required; at least on a termly basis.
9. Setting up moderation of work when applicable
10. Assist in putting in place requirements for practical components of internal and public examinations
- 11.** Collect monies as required ensuring these are delivered to the school finance team as they are received and not held in the department.
- 12.** Undertake structured and agreed learning activities.

#### **Support for the Curriculum and the School**

1. Monitor stock and supplies, ensuring that inventory records are maintained and that equipment for disposal is reported through the appropriately.
2. Undertake routine cleaning and regular deep cleaning of storage areas within department.
3. Ensure the department storage areas are kept in an orderly and organised manner and that resources and equipment are stored with due regard to Fire safety requirements.
4. Assist the Head of Department in the preparation of purchase orders, checking deliveries against delivery notes and ensuring any invoices are passed immediately to the Finance team.
5. Undertake general administration within the department including photocopying, printing, display, taking photographs of student work.
6. Maintain specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs.
7. Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- 8.** Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities.
9. Make store cupboards and stock available for annual inspection.
10. Make arrangements with the Site and Finance teams for the maintenance of specialist equipment by external professionals as appropriate.

11. Utilise specialist skills to support and promote the school.
12. Capture and edit photography/audio/video at key school events and as part of wider School projects, feeding the various communication channels (Website, Marketing, Teaching/Learning, social media etc)
13. Assist in the preparation and resourcing of rooms, department meetings and department areas for school events

### **General**

1. The post-holder must carry out his or her duties with full regard to the School's Health and Safety, Equal Opportunities, GDPR and Safeguarding Policies.
2. The post-holder will participate in the school's performance management process and professional development opportunities.
3. The post-holder should have knowledge of and compliance with all school policies and procedures.
4. To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff and students adhere to school expectations.
5. The post-holder will perform any such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.
6. Be responsible to student behaviour and welfare in public places during break, lunch, change of lesson and at the beginning and end of the school day.
7. Participate in professional development opportunities and demonstrate a willingness to develop additional skills and expertise.
8. Keep up to date with current educational developments and legislation affecting your area of expertise.
9. To respect the confidential nature of information relating to the school, students and customers.
10. Treat students, parents and colleagues fairly, equitably and with dignity and respect.

***This job description is subject to regular review and can be amended in line with the pay grade.***

### **Technician (Curriculum/Resource Support)**

**NJC Scale 4**  
**Person Specification**

**1. Experience**

- a) Evidence that a range of activities has been undertaken relevant to job description.
- b) Management of complex and demanding workload
- c) Evidence of being able to use own initiative and work unsupervised.
- d) Working knowledge of the operation and administration of student and customer services
- e) Working with young people in the age group
- f) Working knowledge of SIMS

**2. Education and Training**

- a) Training in SIMs, Microsoft Office and Google products
- b) Appropriate qualifications to include GCSE/RSA/City and Guilds/BTEC/NVQ or suitable alternatives.
- c) Willingness to undertake training in relation to the post.
- d) Specialist experience/training relating to relevant curriculum area

**3. Skills**

- a) Excellent organisational ability.
- b) Excellent communication skills (oral and written).
- c) Excellent inter-personal skills on telephone and face to face with adults and students.
- d) Able to organise and prioritise own work.
- e) Able to work as part of a team and lead teams when required.
- f) Able to maintain confidentiality.
- g) Able to learn new skills and routines.
- h) Computer-literate across a range of software.
- i) Able to be innovative in finding solutions to problems.
- j) Able to negotiate effectively at all levels.

**11. Personal Qualities**

- a) Good attendance and punctuality.
- b) Hard working, flexible and reliable.
- c) Honesty and integrity
- d) Initiative.
- e) Good personal presentation.
- f) Able to cope under pressure/deal with stressful situations.
- g) A genuine commitment to and liking for young people, and high expectations for their progress and welfare.
- h) A desire to be involved in the life of the school generally.
- i) A commitment and willingness to continue one's own professional development and that of colleagues.
- j) An understanding of and a commitment to the promotion of equality of opportunity in all aspects of school life.

**5. Safeguarding**

A demonstrable commitment to ensuring young people stay safe, an understanding of good practice in relation to this and the implications for this post.