



Many Minds One Heart

Northfield School & Sports College

Job Description

Job Title: Display Technician

Responsible To: Director of Business and Finance
Grade: D (point 4)
Working Time: 37 hours per week, term time only plus 5 days
Holidays: School holidays

KEY PURPOSE OF THE JOB

To support the school in providing an interactive learning environment that is both stimulating and engaging and also supports the learning journey of the students.

To be responsible for the preparation and installation of displays.

MAIN ACTIVITIES:

The successful candidate will have the following qualities, skills, knowledge and characteristics:

- A working knowledge of display techniques used in a school setting
- Assist staff with design ideas and practical displays
- Prepare and provide practical displays around school to support departments (e.g. events, exhibitions, sets)
- Create and maintain a purposeful, orderly and productive working environment
- Be able to take effective photographs for use in school displays
- Monitor and manage all display related stock and supplies
- Operate specialist equipment and software
- An understanding of basic Health and Safety requirements applicable to a school context and the Display Technician role
- The ability to meet deadlines and plan and organise workload
- The skills needed to build up good relationships with pupils
- The ability to use initiative and to be pro-active in engaging with teachers, pupils and suppliers
- A sense of pride and commitment which leads to a thorough approach to the outlined duties

SUPPORT FOR THE WHOLE SCHOOL

- Be aware of and comply with policies and procedures relating to Child Protection, health; safety and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Line management of support staff as appropriate
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

SCHOOL ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils and school improvement as a whole.
- Ensuring the safeguarding of all pupils
- Demonstrating consistently high standards of personal and professional conduct

CONDITIONS OF SERVICE

Governed by the National Joint APT&C Conditions, supplemented by local conditions as agreed by the governors.

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment in accordance with the current DfE statutory guidance for Keeping children safe in education.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check.

EQUAL OPPORTUNITIES

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.