

## Job Description – School Technician

**GDST**  
GIRLS' DAY SCHOOL TRUST

<p><b>Job Purpose</b></p>	<p>To support teaching staff across multiple departments with the preparation of teaching materials, practical lessons, demonstrations, activities and teaching areas. To ensure that all equipment, apparatus and materials required are safe and in place at the appropriate time and that other departmental resources are generally available and in place when needed by teaching staff and pupils.</p> <p>Provide support to teaching staff to ensure the smooth running of teaching, Extra-curricular and co-curricular activities.</p>
<p><b>Accountable to:</b></p>	<p>Senior Technician and Health &amp; Safety Coordinator</p>
<p><b>Accountabilities</b></p>	<p><b>Teaching &amp; Learning</b></p> <ul style="list-style-type: none"> <li>• Prepare, set out, test and clear away equipment, apparatus and materials for lessons, practical sessions and activities including cleaning of sinks, work surfaces, floor areas, work spaces and preparation areas, fixed and moveable/portable equipment; safe disposal of waste and/or surplus and/or perishable materials arising; returning all equipment to its correct storage location; and, resetting adjustable items to default status settings</li> <li>• Provide practical assistance to the teacher during lessons, particularly where additional supervision of the activity is required or if any equipment or process malfunctions</li> <li>• Assist pupils in safely using equipment and materials and undertaking practical work, giving demonstrations as required and supporting them generally with the completion of practical tasks – in particular in support of external assessments, including safe storage of items for external examination</li> <li>• Carry out regular and routine inspections, housekeeping and checks to ensure that all standing equipment (e.g. fixed AV equipment, display screens, extraction equipment, gas guards, dishwashers, fridges, washing machines, hobs, ovens, kilns, heat presses, sewing machines, laser cutters, sound and lighting equipment, instruments, amplifiers, gym equipment, nets/goals etc.) and resources are ready for use in lessons as required</li> <li>• Assist in the creation and mounting of displays, presentations and visual aids</li> <li>• Produce learning resources as required by the departments supported</li> <li>• Attend departmental meetings upon request</li> </ul> <p><b>Management of resources</b></p> <ul style="list-style-type: none"> <li>• Carry out ongoing departmental stock control and purchasing of specialist equipment, materials and supplies (including attendance at specialist outlets as required) in order to ensure that appropriate levels of stock are held for anticipated future requirements</li> </ul>

- Receiving, checking and safely storing materials and equipment ordered
- Undertake an annual stock check of departmental consumable resources, including the identification of obsolete and damaged items for disposal
- Support Heads of Department to maintain an up-to-date inventory of their departmental equipment, carrying out periodic checks to verify its location and condition and recording all additions, retirements and disposals in a timely manner
- Ensure that appropriate measures are in place to keep departmental equipment and resources secure and to minimise risk of loss or damage
- Manage, within the constraints of space, the safe, organised and tidy storage of all the above. In particular, ensuring that access to hazardous and/or high value items is adequately controlled
- Ensure that work and preparation areas are kept tidy and that all equipment is clean, presentable and in good working order
- Arrange for the testing and/or servicing of specialist departmental equipment at required intervals, and for repairs to be undertaken when necessary; undertake minor repairs within own level of competence.
- Ensure that departmental areas are safe, well-maintained, tidy and welcoming for staff, pupils and other visitors
- Check printer paper stocks and ink levels in departmental areas and liaise with the administration and ICT support teams as necessary

#### **Health and Safety**

- Support Heads of Department in checking that risk assessments are kept up-to-date and employed for all relevant activities, ensuring that they are reviewed regularly and new risk assessments are created for new activities
- Ensure that correct and safe procedures are used during the preparation, setting up, carrying out and clearing away of activities and equipment following all relevant guidelines
- Ensure that all relevant hazard information accompanies all equipment and materials and consult with the teacher (or intervene with the pupil directly) if there are indications of unsafe procedures being used
- Ensure the safe and correct disposal of materials arising in accordance with all relevant regulations and best practice
- Be aware of all relevant emergency procedures and take prompt action to deal appropriately with classroom emergencies such as spillages, breakages etc
- In the event of the fire evacuation, undertake allocated duties outlined in the fire evacuation procedure
- If qualified, provide emergency first aid to staff and pupils as required

### **Pastoral care**

- Supervise pupils in departmental areas during lessons, break and lunch-times and before and after the School day, managing behaviour, following the behaviour policy
- Ensure that appropriate standards of pupil discipline are maintained in departmental areas
- Provide a supportive and sympathetic point of contact for pupils in distress, summoning assistance as required and chaperoning pupils as required
- Participate in a rota to ensure the supervision of pupils in teaching and other areas at 'social times' during the school day

### **Co and extra-curricular**

- Provide support to relevant extra-curricular activities and whole school events
- Accompanying trips, if required

### **Marketing and Recruitment**

- Assist in the production of all departmental materials using school branding and standard guidelines as produced by the Marketing Department.
- Take responsibility for ensuring that visitors' impressions of the school are good ones, maintaining an excellent standard of presentation at all times including maintenance of any marketing or curriculum displays and materials held in departmental areas and responding positively to questions from visitors
- Support Heads of Department with preparation of materials for open mornings, information evenings, parents conferences and other curriculum activities and events and attending and supporting such events as necessary

### **Training and development of self and others**

- Participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills and keep up to date with technical and health and safety requirements relevant to the job
- Identify opportunities for change and improvement and propose solutions for the benefit of the school
- Regularly review own practice, set personal development targets and take responsibility for own continuous professional development
- Hold an up-to-date first aid qualification

	<p><b>General</b></p> <p>The postholder may be required to carry out ad hoc other duties within their level of competence from time to time, not limited to but including:</p> <ul style="list-style-type: none"> <li>• Porterage of books, journals, papers, files, documents, stationery, goods, furniture, equipment, cash and other items including errands on behalf of the school</li> <li>• Erection and dismantling, conveyance and storage of displays, exhibitions, stalls etc</li> <li>• Fire and emergency evacuation duties as required</li> <li>• Supervision of classes and forms, including taking registers</li> <li>• Driving the school van or car</li> <li>• Reasonable other duties as requested by the Head of Department to cover the continuing operation of the School</li> </ul>
<p><b>General requirements</b></p>	<p><b>All school staff are expected to:</b></p> <ol style="list-style-type: none"> <li>a. Work towards and support the school’s vision and current objectives outlined in the School Development Plan, contributing to the school’s long-term success and reputation.</li> <li>b. Support and contribute to the school’s financial sustainability and efficiency by seeking value for money in all school activities and decisions.</li> <li>c. Positively advocate for the school, actively contributing to the school’s marketing efforts and public relations by promoting its values, strengths, and achievements and participating in events and activities aimed at pupil recruitment and retention.</li> <li>d. Contribute to the school’s programme of co and extra-curricular, enrichment, partnership and outreach activities, enriching the pupil experience beyond the classroom.</li> <li>e. Support and contribute to the school’s responsibility for safeguarding pupils, promoting their welfare and protection in all aspects of school life and being vigilant for indicators of harm, actual or potential, outside of school and reporting concerns as necessary, in accordance with the school’s safeguarding policies.</li> <li>f. Work within the school and GDST’s health and safety policies to ensure a safe working environment for all staff, pupils, and visitors.</li> <li>g. Work within the school and GDST’s diversity and inclusion policies, promoting equality of opportunity for all pupils and staff - current and prospective.</li> </ol>

	<ul style="list-style-type: none"> <li data-bbox="505 174 1479 285">h. Abide by the school and GDST's data protection and cyber security policies to preserve the security and integrity of personal and corporate data and systems.</li> <li data-bbox="505 327 1446 438">i. Support the school and GDST's commitment to sustainability, actively working towards environmental goals and promoting sustainable practices in school operations.</li> <li data-bbox="505 480 1422 592">j. Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with pupils, parents, colleagues and the wider community.</li> <li data-bbox="505 634 1487 745">k. Engage actively in the performance review process and take advantage of appropriate training and development opportunities to improve skills and performance.</li> <li data-bbox="505 787 1300 814">l. Adhere to policies as set out by the GDST and the school.</li> <li data-bbox="505 856 1495 926">m. Undertake other reasonable duties related to the job purpose as required from time to time.</li> </ul>
<p data-bbox="159 999 318 1068"><b>Review and Amendment</b></p>	<p data-bbox="505 999 1495 1068">This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>

## Person Specification

---

### Skills Required

Demonstrable skill in the practical operations and activities carried out within the curriculum	Essential
Ability to write and interpret risk assessments and method statements for practical activities	Essential
Good manipulative/manual handling skills	Essential
Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential
Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies with sensitivity, tact and diplomacy	Essential
Excellent organisational skills, methodical approach and ability to multi task	Essential
Good time management, including ability to prioritise and organise own workload and to work to deadlines	Essential
Intermediate ICT skills, particularly relating to Microsoft Office applications, SIMS and other school information systems	Essential
Good written and verbal communication skills	Essential
Competent at reading and following verbal and written instructions	Essential
Ability to coach students in relevant subject skills	Desirable
Be creative with a genuine interest in the sciences and their application	Desirable

### Knowledge Base

Good, basic background knowledge of secondary school curriculum subject areas	Essential
Knowledge of practical methods, processes and techniques associated with the curriculum	Essential
Sound basic knowledge of the practical operation of a variety of equipment and materials used in delivery of the secondary school curriculum in a variety of subjects	Essential
Knowledge of health and safety requirements relating to school equipment, methods and materials	Essential
A sound and competent knowledge of how to use common ICT applications including the ability to produce and edit documents and use spreadsheets	Essential
Knowledge of maintenance regimes and documentation methods for specialist departmental equipment, materials and chemicals	Desirable
Understanding of child protection and safeguarding	Desirable
A detailed knowledge of at least one specific academic discipline	Desirable

### Qualifications/Attainment

	Level	
GCSE Maths, English and department related GCSE (or equivalent qualification)	Grade C or above	Essential
Risk assessment training		Essential
A relevant technician qualification or qualification by experience	NVQ 2 or above or equivalent	Desirable
A health and safety qualification relevant to the activities carried out in the department	CLEAPSS or equivalent	Desirable
Specialist equipment training relevant to equipment used in at least one practical subject area (eg Art, Drama, Food Tech, Music, Science, Sport, Textiles)	Any	Desirable
'A' level in at least one practical subject related discipline (or equivalent qualification)	Grade C or above	Desirable
SIMS user training	Any	Desirable
Microsoft office applications training	Intermediate	Desirable
Up to date First Aid at Work Qualification		Desirable

### Experience

Experience of providing specialist technical support for a variety of users in busy environment	Essential
Experience of managing a large and diverse inventory of equipment, apparatus and materials	Essential
Experience of maintaining documentation and records	Essential
Experience of providing specialist technical support in an educational setting	Desirable

### Attitude/approach

Focused, determined and action oriented – gets the job done despite obstacles/impediments	Essential
Able to work calmly towards deadlines and to respond to occasions when work needs to be done quickly (during the 'turn around' between lessons)	Essential
Reliable and punctual – good time keeper	Essential
Methodical and precise with excellent attention to detail	Essential
Analytical and numerate	Essential
Honesty and integrity	Essential
Professional and approachable attitude	Essential
Willingness to learn new skills	Essential
Self-motivated with a positive 'can do' approach to work	Essential
Well presented	Essential
Able to, on occasion, work outside usual school working hours	Essential
Willingness to contribute to extra curricular activities and school events	Essential