



**Kelvin Hall School**

**JOB DESCRIPTION & PERSON SPECIFICATION**

<b>SCHOOL:</b>	Kelvin Hall School	<b>POSITION NO:</b>
<b>SECTION:</b>		<b>GRADE: 3</b>
<b>JOB TITLE:</b>	Technician	<b>DATE PREPARED: 24/06/2013</b>
<b>JOB HOLDER:</b>	Vacant	<b>REPORTING TO: Director of</b>
<b>EVALUATION DATE:</b>		<b>JE NUMBER:</b>

**DIGNITY AT WORK:** To show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the School's Equal Opportunities in Employment Policy.

**PURPOSE:** To provide technical support in a limited range of learning situations to enrich and enhance the learning experience and contribute to pupil development under the close direction of a teacher.

**PRINCIPAL ACCOUNTABILITIES:**  
*Please note decision making must be included within the Principal Accountabilities*

1.	To promote and safeguard the welfare of children, young people and/or vulnerable adults.
2.	Stores and allocates simple learning resources i.e. books, videos, CD Roms
3.	Allocates and prepares basic materials i.e. paints and paper.
4.	Allocates book and learning resources, records distribution and transactions.
5.	Ensure that work areas are clean and learning resources are tidied away in an orderly and secure fashion.
6.	Prepares, operates and maintains basic teaching and demonstration equipment.
7.	Cleans and maintains basic teaching demonstration equipment. This includes maintaining an inventory of equipment and materials.
8.	Constructs simple apparatus and equipment, prepares materials and ingredients as required and assists in demonstrations.
9.	Assist in preparing and displaying pupils' work or decorations to enhance the learning experience and celebrate achievement.
10.	
11.	Any other duties of a similar nature and level of responsibility as requested by the Progress Leader or Director of Service.
12.	Undertake Safeguarding and first aid training and any other training relevant to the post.
13.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety at Kelvin Hall School, as your employer and you as an employee of the school. In addition to the School's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the School's Corporate H&S policy.

**GENERAL:**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the School are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the School.

**DIMENSIONS:**

**All sections should be completed – if there aren't any state 'none'**

**1. Responsibility for Staff:**

None.

**2. Responsibility for Customers/Clients:**

None

**3. Responsibility for Budgets:**

None.

**4. Responsibility for Physical Resources:**

Maintains the equipment and resources of the relevant departments

**WORKING RELATIONSHIPS:**

**All sections should be completed – if there aren't any state 'none'**

**1. Within Service Area/Section:**

Works alongside all teaching staff in Technology and Creative & Performing Arts

**2. With Any Other School Areas**

Liaison with site staff re Health and Safety in department

**3. With External Bodies to the School**

Works with visitors to the school/department.

**ORGANISATION CHART:**

Please see attached

	<i>Tick relevant level for each category</i>						<b>Supporting Information (if applicable)</b>
	<b>Not applicable</b>	<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Very High</b>	<b>Intense</b>	
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		√					n/a
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).	√						n/a
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.	√						n/a

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. *Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/Assessment, P = Presentation		Essential	Desirable	How identified
1.	<b>Qualifications:</b>			
	Level 2 or equivalent qualification or experience in Numeracy & Literacy	√		AF, CQ
	First Aid Qualification		√	AF, I, CQ
	Level 3 or equivalent qualification or experience in Numeracy & Literacy		√	AF, CQ, I
2.	<b>Relevant Experience:</b>			
	Experience of using Microsoft office	√		AF, I
	Ability to issue and retrieve stock, equipment and materials and maintain associated records.	√		AF, I
	Experience of working in a school Environment		√	AF
	Operation of a range of simple mechanical and electrical equipment.		√	AF
3.	<b>Skills (including thinking challenge/mental demands):</b>			
	Motivation to work with children and young people.	√		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	√		AF, I
	The ability to work independently and use their initiative	√		AF, I
	Awareness of the importance of confidentiality	√		<b>AF, I</b>
4.	<b>Knowledge:</b>			
	A knowledge and commitment to safeguarding and promoting the welfare of children, young people	√		AF, I
	The post holder should have basic knowledge of ICT and its applications.	√		AF, CQ, I
	Knowledge of relevant polices/codes of practice and awareness of relevant legislation	√		AF, I
5.	<b>Interpersonal/Communication Skills:</b>			
	<b>Verbal Skills</b>			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	√		AF, I
	<b>Written Skills</b>			
	The post holder should have a good standard of literacy and numeracy.	√		AF, I
6.	<b>Other:</b>			
	If there aren't any state 'none'			

PERSON SPECIFICATION		Tick relevant column		List code/s*
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<b>7.</b>	<b>Additional Requirements:</b>			
	If there aren't any state 'none'			
<b>8..</b>	<b>Disclosure of Criminal Record:</b>			
	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced Disclosure from the DBS	√		DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	√		AF(after short listing)