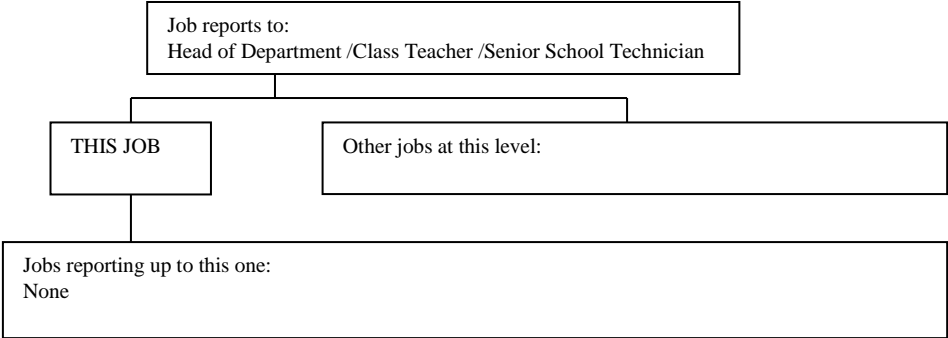




JOB DESCRIPTION

**Form
JD1**

3.	<p>SUPERVISION / MANAGEMENT OF PEOPLE</p> <p>No direct supervision of staff.</p>
4.	<p>CREATIVITY & INNOVATION</p> <p>Assists in the production of classroom displays. Under the direction of a senior colleague, technicians are required to support in the development of practical ideas on how demonstrations or practical work can be made more interesting and rewarding.</p>
5.	<p>CONTACTS & RELATIONSHIPS</p> <ul style="list-style-type: none"> • Internal Has direct and regular involvement with departmental teachers, supply teachers, site managers and other technicians. Occasional contact with other teaching staff, the Head and Deputy Head and administration staff. • External Comes into occasional contact with maintenance staff, and some external contractors.
6.	<p>DECISIONS – discretion & consequences</p> <p>Discretion A senior colleague or Class Teacher is responsible for providing health & safety advice, which the postholder is required to follow, including restrictions or control measures. Safety decisions are largely influenced by legislation, especially Health & Safety and COSHH (Control of Substances Hazardous to Health) Regulations.</p> <p>Consequences: Following the correct safety advice helps to ensure that the correct controls measures are in place for the personal safety of students and staff.</p>
7.	<p>RESOURCES – financial & equipment</p> <p>Responsible for the proper use and safekeeping of equipment.</p>
8.	<p>WORK ENVIRONMENT</p> <p>Work demands Daily work is mainly routine and subject to deadlines. It may involve some changing demands but not involving any significant change to the programme.</p> <p>Physical demands Work requires normal physical effort, including some lifting and carrying of equipment and may involve the handling of potentially harmful materials. This should be carried out in line with the schools back care and manual handling policy, COSHH regulations and any other relevant legislation or regulations.</p>

	<p>Working conditions Work is normally classroom based but may also involve contact with potentially harmful substances.</p> <p>Work context Work may involve contact with potentially hazardous circumstances but training and protective equipment is provided where appropriate. May involve lone working where lone working procedures need to be observed.</p>
9.	<p>KNOWLEDGE & SKILLS</p> <p>Should have:</p> <ul style="list-style-type: none"> • Organisational skills • Computer skills eg ECDL or equivalent proficiency • Effective communication skills <p>A Practical understanding of:</p> <ul style="list-style-type: none"> • Health and safety legislation including COSHH • First aid • Risk assessment • Safe manual handling techniques • School policies, procedures and protocols
10.	<p>Position of Job in Organisation Structure</p>  <pre> graph TD A["Job reports to: Head of Department /Class Teacher /Senior School Technician"] B["THIS JOB"] C["Other jobs at this level:"] D["Jobs reporting up to this one: None"] A --- B A --- C B --- D </pre>