

Stratton Education Trust
JOB DESCRIPTION

JOB TITLE: TECHNICIAN.
RESPONSIBLE TO: HEAD OF DEPARTMENT
JOB PURPOSE: TO PROVIDE A COMPLETE TECHNICAL RESPONSE TO THE SCHOOL.

Main duties and responsibilities

Managing My Workload

- ❖ Ensure equipment, laundry and sanitizers are prepared on time.
- ❖ Identify priority work daily and keep my line manager informed of problems and delays.
- ❖ Ensure all materials and equipment are prepared in readiness for lessons.
- ❖ Willingly assist with colleagues' workload when required, including classroom activities.
- ❖ Monitor supplies of stock informing line manager when further supplies and materials are required.
- ❖ Plan and buy weekly shopping requirements.
- ❖ Prepare and organise ingredients for pupil premium students.
- ❖ Preparation of work sheets and accurate filing of Department records.
- ❖ Accounting for payments in accordance with the laid down procedures.
- ❖ Sending out correspondence to students on behalf of the teacher.
- ❖ Putting up displays in the department.

Adhere to Health and Safety Policies and Procedures.

- ❖ To ensure that the classrooms and equipment are kept clean and tidy at all times and that safety regulations are met, including checking equipment for safety, cleaning and sterilising equipment.
- ❖ Maintain accurate records in accordance with school policy and statutory requirements.
- ❖ Adhering to all Health and Safety Regulations, IT and Security Policies and keeping up to date with new legislation.

Customer Service

- ❖ Deal with all teachers, colleagues and students in a professional and courteous manner at all times.
- ❖ Provide accurate and relevant information.
- ❖ Deal with all complaints in a sympathetic and constructive manner and refer to line manager as necessary.
- ❖ Support the school's commitment to improving Customer Service.

To manage my Training and Development

- ❖ Identify my training needs and notify my line manager whilst making full use of the training courses available to me.
- ❖ Take an active part in the appraisal process ensuring an accurate record is kept at each review stage and that interim and annual reviews are completed within agreed timescale.
- ❖ Participate in the Development Review discussions.
- ❖ Keep up to date with best practice initiatives and procedural changes.

General Duties and Personal Performance

- ❖ Take part fully in rotas and ad hoc duties, attending on time and adhering to county and department instructions.
- ❖ Ensure our annual leave policy is adhered to and records are accurately maintained.
- ❖ Follow the flexi agreement ensuring my time is managed productively and flexi sheets are completed accurately and any credits / deficits are justifiable.
- ❖ Adhere to the school sick leave policy.
- ❖ Participate and offer my views when attending events, courses, staff and department meetings.
- ❖ Work as part of a team at all times, and assist colleagues, co-operating with my manager to help achieve school targets / Improvement Plan.
- ❖ Follow the principles of Diversity.
- ❖ To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.