

**Post Title:** Creative Technologies Technician  
**Pay Range:** NJC Grade 3, 5-7  
**FTE** £25,583-£26,403, **Pro-rata** - £21,908-£22,610  
**Line Manager:** Head of Faculty



### **Main purpose of the job**

Helping to maintain safe, clean working environments for both students and staff, providing technical assistance across all technology areas through the preparation of workspaces, tools and equipment for lessons. The role also includes taking responsibility for practical health and safety requirements, including the provision of first aid where appropriate, as well as replenishing and ordering stock as needed.

### **Duties and responsibilities**

#### **Classroom and technical support**

- Prepare and assemble apparatus, tools, equipment and components for demonstrations, practical lessons, assessments and examinations.
- Provide technical support across all subject areas within the Creative Technologies faculty, as required.
- Support teaching staff during practical lessons, ensuring activities run safely and efficiently.
- Assist students in lessons by acting as a positive role model and supporting learning to help develop skills and enhance progress.
- Undertake reprographic and routine resource tasks where required, in line with departmental needs.
- File and duplicate paper-based resources as necessary and return materials to preparation areas.

#### **Stock management and resources**

- Monitor, maintain and manage stock levels, including consumables and specialist resources.
- Complete orders for specialist areas and purchase consumables locally or in bulk where appropriate.
- Pack, unpack and check apparatus and resources on delivery.
- Maintain accurate records of equipment, including inventories and records of breakages.
- Inform the teacher in charge of any stock that requires replacement or reordering.
- Assist with stocktaking and audits as required.
- Conduct daily, weekly and termly cleaning of tools and equipment.
- Regularly clear and organise cupboards and storage areas to monitor stock condition and availability.

#### **Maintaining the work environment**

- Maintain clean, safe and organised classrooms and preparation areas.
- Ensure all tools, equipment and materials are cleaned, stored correctly and ready for reuse.
- Carry out deep cleaning of equipment when required.
- Neutralise and safely clean spillages and ensure work areas are safe for all.
- Ensure all equipment is accounted for, stored correctly and replaced where necessary.
- Assist with the logging and tracking of equipment where required.
- Support the maintenance, organisation and improvement of technology rooms.
- Maintain and update departmental displays within the technology areas.

## **Health, safety and compliance**

- Be first-aid trained and provide first aid when required.
- Comply with all school and departmental health and safety policies and procedures.
- Contribute to safe working practices in preparation, storage and teaching areas.
- Check equipment regularly for safety and report any concerns.
- Advise staff and students on safe working practices and trial practical activities where necessary.
- Maintain safety equipment to the highest standard.
- Ensure benches, sinks and work areas are kept free from debris and hazards.
- Respond appropriately to spillages during practical activities.
- Adhere to school policies relating to equal opportunities, health and safety, child protection, data protection and risk management.

## **Auditing**

- Maintain an up-to-date inventory of equipment and resources.
- Manage equipment cleaning records and audits.
- Assist with the production of the annual equipment audit.

## **Support for the school**

- Assist with practical examinations as required.
- Invigilate examinations when directed by the Examinations Officer.
- Support extracurricular activities, including clubs, visits, trips and out-of-school learning, in line with school guidelines.

## **Wider professional responsibilities**

- Participate in performance review processes.
- Attend relevant meetings and training sessions as required.
- Engage in professional development and other learning activities.
- Recognise personal strengths and expertise and use these to support colleagues.
- Communicate effectively using school systems and processes.
- Work collaboratively with colleagues, external professionals and agencies.
- Make a positive contribution to the wider life and ethos of the school.

## **School ethos and expectations**

- Work under the direction of senior staff to support access to learning and the day-to-day management of pupils and classrooms.
- Support and promote the SPARK ethos of the school.
- Set a positive example through professional conduct, appearance, punctuality and attendance.
- Treat pupils with dignity and respect, maintaining appropriate professional boundaries at all times.
- Work proactively with teachers, pupils, parents/carers, governors, staff and external agencies in the best interests of pupils.
- Comply fully with safeguarding, health and safety, security, confidentiality and data protection requirements.
- Undertake any other reasonable duties as requested by the Headteacher, appropriate to the role.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the postholder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

| Person Specification – Creative Technologies Technician   |           |           |
|---|-----------|-----------|
|   | Essential | Desirable |
| <b>Qualifications and Training</b>  |           |           |
| Good general education with GCSEs (or equivalent) in English and maths  | ✓         |           |
| A relevant qualification in art, design or technology (desirable).  |           | ✓         |
| Appropriate experience in a technician or technical support role.   |           | ✓         |
| Safeguarding trained  |           | ✓         |
| Willingness to undertake further training as necessary  | ✓         |           |
| First aid trained   |           | ✓         |
| <b>Experience</b>   |           |           |
| Ability to use tools and equipment safely and effectively.  |           | ✓         |
| Well-developed organisational skills.   | ✓         |           |
| High-quality written and verbal communication skills.   | ✓         |           |
| Experience of working in a school environment.  |           | ✓         |
| Experience of working with young people.  | ✓         |           |
| Competent use of ICT, including Microsoft Office, Excel and Google Workspace.   | ✓         |           |
| <b>Skills and Abilities</b>   |           |           |
| Highly motivated, reliable and professional, with high standards of personal presentation, confidentiality, attendance and punctuality.                                   | ✓         |           |
| Well organised and able to manage and prioritise workload effectively, meeting deadlines while maintaining a positive and resilient approach under pressure.              | ✓         |           |
| Strong interpersonal and communication skills, enabling effective teamwork and positive working relationships with staff, pupils, parents/carers and other professionals. | ✓         |           |
| Adaptable, flexible and open to change, with a willingness to take on new challenges and additional responsibilities as required.   | ✓         |           |
| Creative and proactive problem-solver, with a forward-thinking and solution-focused approach.   | ✓         |           |
| Understanding the need for confidentiality and data protection  | ✓         |           |
| Ability to support teaching and learning through effective liaison with teachers, preparation of differentiated materials and guidance for pupils in practical settings.  | ✓         |           |
| Ability to enlist outside expertise and resources to enhance effectiveness  | ✓         |           |
| <b>Equal Opportunities</b>  |           |           |
| Understanding of different social backgrounds of pupils   | ✓         |           |
| Full commitment to community cohesion and inclusion   | ✓         |           |

This post is subject to an enhanced DBS criminal record check and an online search.



**Chilwell School**