

PERSON SPECIFICATION

Job title	Design Technician
School	Church Stretton School
Grade	4
Salary Range	Points 11 – 13 (£8.19 - £8.54 per hour)
Hours	37 per week
Working year	Term time plus 2 weeks.

GENERAL INFORMATION

Under the direction/instruction of senior staff: provide support to staff and students, including preparation and routine maintenance of resources/equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Support students in accessing learning activities as directed by the teacher.
- Support for teacher
- Ensure the maintenance of a clean and orderly working environment.
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions.
- Undertake basic record keeping as directed.
- Assist the teaching with learning activities ensuring health and safety and good behaviour of the students.
- Provide clerical/admin support e.g. photocopying; printing, display, collection and recording of money, etc.
- Assist in the development of lesson/work plans, administration of coursework, worksheets, etc.

SUPPORT FOR THE CURRICULUM

- Monitor and arrange orderly and secure storage of supplies
- Maintenance of every-day equipment, check for quality and safety
- Undertake simple repairs and report other damages
- Operation of every-day equipment in accordance with instructions

SUPPORT FOR THE SCHOOL

- Monitor and arrange orderly and secure storage of supplies
- Maintenance of every-day equipment, check for quality and safety
- Undertake simple repairs and report other damages
- Operation of every-day equipment in accordance with instructions
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Any other duties that would reasonably be expected of the post holder.