



# Thirsk School

## & Sixth Form College

### Job Description

<b>POST:</b>	Senior Technician
<b>GRADE:</b>	Grade D (SCP 4 - 6)
<b>RESPONSIBLE TO:</b>	Curriculum Leaders of Art and of Technology
<b>STAFF MANAGED:</b>	None
<b>JOB PURPOSE:</b>	To work, under the direction of the designated person(s) to support the coordination of the use of practical resources and facilities and provide assistance and advice in the practical needs of the curriculum
<b>JOB CONTEXT:</b>	<p>Required to work within school in supporting teachers with practical lessons within the Design Technology, Engineering, Art, Photography or Food/Textiles subject areas, where the post holder may be subject to occasionally disagreeable working conditions. Due to the nature of the role, the post holder may be required to wear protective clothing for their own safety</p> <p>Enhanced DBS Clearance required</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Operational Issues</b>	<ul style="list-style-type: none"> <li>• To support with planning and organising equipment</li> <li>• To offer advice to teachers, technicians and students</li> <li>• To offer guidance, assistance and support to students and teachers on the practical aspects of the curriculum which may include assisting with demonstrations</li> <li>• To record observations in an appropriate manner</li> <li>• To liaise with all areas of the school and outside organisations</li> <li>• To assist with basic demonstrations</li> <li>• To appreciate that others may not have the same understanding of professional terms and may interpret language such as acronyms differently</li> <li>• To undertake record keeping as required</li> </ul>



# Thirsk School

## & Sixth Form College

<b>Communications</b>	<ul style="list-style-type: none"> <li>• To communicate effectively with all students and colleagues</li> <li>• To remember and understand the procedures and legislation relating to confidentiality issues that apply to the role</li> <li>• To interact with students in a supportive way to aid the development of their ability to think and learn</li> <li>• To have the ability to use clear language to communicate information unambiguously to others including children, young people, their families and carers</li> <li>• To listen to concerns; recognise and take account of signs of change in attitudes and behaviour</li> </ul>
<b>Resource management</b>	<ul style="list-style-type: none"> <li>• To carry out stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records</li> <li>• To design, construct, and modify apparatus/equipment</li> <li>• To lead on routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard</li> <li>• To assist in monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy</li> <li>• To ensure the availability of suitable materials and equipment and suggesting alternatives for suitability and economy</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with</li> <li>• To have awareness and basic knowledge, where appropriate, of the most recent legislation</li> <li>• To be able to recognise when a child or young person is in danger or at risk of harm and take action to protect them</li> <li>• To make considered judgements about how to act to safeguard and promote a child or young person's welfare</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• To attend staff meetings, training days and management meetings by agreement with their manager</li> <li>• To participate in training and learning activities and performance development as required</li> </ul>



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## & Sixth Form College

	<ul style="list-style-type: none"> <li>• Keep up to date with current procedures and practices through continuing professional development</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the school's policies and supporting documentation in relation to information governance this includes Data Protection, information security and confidentiality</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• To be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety Policy and Procedure</li> <li>• To provide technical advice on health and safety issues to teachers and technical support staff</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment</li> <li>• To contribute to the assessment, monitoring and review of both health and safety procedures and information resources through a process of self-evaluation</li> <li>• To carry out safety checks</li> <li>• To ensure the healthy, safe storage and accessibility of equipment and materials</li> <li>• To ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual potential hazards</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• To ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users</li> <li>• To develop your own understanding of equality issues</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• To respond to any reasonable request made by the Headteacher commensurate with the grading for this post</li> <li>• Thirsk School &amp; Sixth Form College provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject</li> </ul>



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## & Sixth Form College

	to consultation. All staff are required to comply with school policies and procedures
<b>Customer Service</b>	<ul style="list-style-type: none"><li>• The school requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment</li><li>• The school requires that staff offer the best level of service to its students, their parents/carers and other stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values</li><li>• To understand your role and its limits, and the importance of providing care or support</li></ul>
<b>Date of Issue:</b>	May 2023



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& Sixth Form College

## Person Specification

### Senior Technician – Grade D

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Appropriate experience of working in at least one of the relevant subject(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate experience of working in a school department relevant to the role</li> </ul>
<p><b>Occupational Skills &amp; Knowledge</b></p> <ul style="list-style-type: none"> <li>• Good written and verbal communication skills:</li> <li>• Ability to communicate effectively and clearly with a range of staff, pupils and parents.</li> <li>• Good literacy and numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable time frame</li> <li>• Knowledge of specialist equipment and materials</li> </ul>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• NVQ Level 2 or equivalent in a relevant subject</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate first aid training, or willingness to train as a first aider</li> </ul>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Demonstrable interpersonal communication skills</li> <li>• Ability to work successfully in a team</li> <li>• Able to exercise discretion and judgement</li> <li>• Self-motivated to complete required duties</li> <li>• Confidentiality</li> </ul>	



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## & Sixth Form College

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> <li>• Good time management skills</li> <li>• Flexibility</li> </ul>	
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• To be committed to the school's policy and ethos</li> <li>• To be committed to Continual Professional Development</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline</li> </ul> <p><b>Equal Opportunities</b></p> <ul style="list-style-type: none"> <li>• To assist in ensuring that NYCC's equalities policies are considered within the school's working practices in terms of both employment and service delivery</li> </ul>	

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.