**JOB DESCRIPTION**

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| **JOB TITLE:** | Technician 1 |
| **REPORTS TO:** | School Principal through designated line manager |
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**JOB PURPOSE**

To provide technical support and assistance to teaching staff in the implementation of the school’s/department's educational programme.

**Main Duties and Responsibilities**

Under the direction of the designated line manager the post holder will be responsible for the following in accordance with appropriate regulations:

**Provision and Maintenance of Facilities and Practical Resources**

* Prepare, organise and basic construction of resources for teacher demonstrations and practical examinations.
* Set out equipment and materials for class use and remove same when class is complete.
* Collect, clean and store equipment and materials in designated storage areas. Ensure items are maintained in a state of 'ready for use'.
* Dispose of used materials in a safe and approved manner.
* Ensure that mandatory and/or statutory checks of materials and equipment are carried out by qualified personnel.
* Inform designated line manager of materials and equipment found to be in an unsatisfactory/unsafe condition and arrange for repair and disposal of such items.
* Ensure no unauthorised person has unsupervised access to equipment and materials when not in use.
* Advise on health and safety issues in relation to the use of equipment.

**Administration**

* Operation of manual and/or computerised systems in relation to administrative tasks associated with the area of work.
* Maintain an inventory/records of departmental resources.
* Assistance in the ordering/purchasing, receiving, checking, storing and distribution of resources.

**General**

* Support all staff in ensuring the general safety of pupils.
* Assist with evacuation in emergencies.
* Undertake photocopying as required.

**Technical staff may be required to undertake any of the following duties:**

* Handling cash in relation to the purchase of practical materials.
* Assisting with hospitality at meetings and school functions.
* Carrying out minor maintenance repairs throughout the school within the competence of the employee.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

**Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. The successful applicant will require an enhanced disclosure check which at present costs £33. Further details regarding the payment of this check will be issued with the contract of employment.**

**PERSON SPECIFICATION**

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| **NOTES TO JOB APPLICANTS** |
| 1. You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant. 2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise. 3. The stage in the process when the criteria will be measured is outlined in the table below. 4. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form. 5. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role. 6. In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria as outlined in Section 3 at shortlisting, in which case these will be applied in the order listed. It is important therefore that you also clearly demonstrate on your application form how you meet any desirable criteria. |

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| **SECTION 1 - ESSENTIAL CRITERIA** |

The following are **essential** criteria which will initially be measured at the shortlisting stage and which **may also be further explored during the interview/selection stage**. You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

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| **Factor** | **Essential Criteria** | **Method of Assessment** |
| **Qualifications** | Five GCSE’s (Grades A\*-C) to include English Language, Mathematics and subject specific specialism, or equivalent or higher level qualifications | Shortlisting by Application Form |
| **Experience** | A minimum of one year’s experience | Shortlisting by Application Form |
| **Knowledge** | Demonstrable evidence of knowledge of:   * The requirements of a Technician 1 * Health and safety regulations, as relevant to the role * General administrativeprocesses and records | Shortlisting by Application Form |

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| **SECTION 2 - ESSENTIAL CRITERIA** |

The following are **additional** **essential** criteria which will be measured during the interview/selection stage.

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| **Factor** | **Essential Criteria** | **Method of Assessment** |
| **Skills / Abilities** | Proven effective planning and organisational skills and an ability to work under pressure to meet deadlines  Ability to work effectively as part of a team to achieve outcomes  Evidence of sound interpersonal and communication skills  Evidence of proficiency in the use of computer packages, to include use of Microsoft Word, Excel, and Outlook | Interview |
| **Values Orientation** | Evidence of how your experience and approach to work reflect the school’s values/ethos. You will find information about the school’s values/ethos on our school website | Interview |

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| **SECTION 3 - DESIRABLE CRITERIA** |

Some or all of the desirable criteria may be applied by the Selection Panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your application form how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

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| **Factor** | **Desirable Criteria** | **Method of Assessment** |
| **Experience** | A minimum of one year's experience of working in a subject specific\* related area.  \**Define what is acceptable* | Shortlisting by Application Form |