



NOTTINGHAM
FREE SCHOOL

Job Description

Post: **Subject Technician**
Establishment: **Nottingham Free School**
Scale: **4**
Responsible to: **Office Manager / Head of School**

This job description identifies our expectations of staff at Nottingham Free School.

You are required to carry out your duties in line with the stated objects, ethos and principles of the Trust.

Directed time:

This Job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

Part A

General Responsibilities

1. To promote the corporate image of the school and high standards of behaviour and courtesy among pupils.
2. To communicate effectively with the public and wider community and provide effective support for teaching staff and pupils.
3. To promote and support implementation of the school's aims, policies and values.
4. To work flexibly as part of the support staff team to contribute to the smooth operation of the school.
5. To use the Authority standard computer hardware and software packages where appropriate.
6. To commit to safeguarding and promoting the welfare of children and young people.

Part B

Specific Responsibilities:

The specific responsibilities of this post are:

- Preparing equipment and materials, including hand-outs required for demonstrations and practical work and dismantling and storage after use;
- Assisting pupils and teaching staff with classroom practical lessons, demonstrations and the use of computer associated equipment;
- Supervision of small groups of pupils with practical work and operation of specialist machinery and equipment;
- Working to a daily timetable designated by the Head of Department, provide classroom support throughout the faculty;
- Repair and maintenance of machinery and hand tools, computer and technical equipment and reporting for repair if outside technician's capabilities;
- Operation of an efficient system for stocking, storing, transporting and distributing all items used in the department;
- Maintaining a good stock of necessary materials and operating and administering stock control and ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries etc.;
- Create displays of pupils work in classrooms and corridors;
- Formulation of an annual departmental risk assessment and report of findings;
- To undertake other duties as may be required by the Head of School.

Part C (if applicable)

Policy relating to the Performance Management process:

In addition to agreed responsibilities, in the context of the Trust's Performance Management Policy, the post holder will liaise with team members and contribute to the following:

A Set Objectives

- Work as a team member, to establish processes to understand concerns, aspirations and day to day working situations;
- Agree and record support requirements relating to training, development and any specific conditions required relating to the achievement of the objectives;
- Implement any necessary action, liaison or communication to ensure that the support mechanisms are in place and effective.

B Monitor progress towards objectives

- Agree appropriate strategies for checking on progress towards the agreed objectives, which will include data collection and analysis, informal and formal meetings as required;
- Implement the process of monitoring and maintain any such records as are agreed between the parties concerned;
- Provide regular feedback to line managers on progress.

C Review progress in relation to objectives

- Establish relevant structures and processes to review achievements at the end of the performance management cycle;
- Complete the appropriate documentation;

D Review and develop the Performance Management process and practice

- Take part in the monitoring and review of the Performance Management process within the school with a view to its continuing improvement;
- Undertake any necessary personal training needed to perform the role effectively.

Issued by: _____
Chief Executive Officer

Received by: _____
Post Holder