

## **JOB DESCRIPTION**

**JOB TITLE:** Technician – Resource Support Role A

**SECTION:** Schools

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**Please note;** this is a Generic Job Description. It describes the level of responsibility that you will be required to *undertake*. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will advise you of those that are not applicable.

### **PURPOSE OF JOB**

To provide *general* support to the staff and pupils within the school, including preparation and routine maintenance of resources and equipment under the close supervision/instruction of senior staff.

### **PRINCIPAL ACCOUNTABILITIES**

- To prepare *routine* equipment/resources/materials under the direction/instruction of the teacher within strict time scales.
- To *ensure* the maintenance of a clean and orderly working environment.
- To *monitor* and arrange orderly and secure storage of supplies/resources.
- To *undertake* basic stocktaking as directed to *assist* others with resource monitoring and purchasing.
- To *ensure* the maintenance of everyday equipment, checking for quality and safety.
- To *undertake* simple repairs to equipment if possible, and to report other damages to senior staff.
- To support pupils in accessing learning activities as directed by the teacher.
- To *assist* the teacher with learning activities, ensuring pupils adhere to health and safety regulations and instructions.

- To *assist* with the supervision of pupils out of lesson times, for example: during extra curricular activities and clubs.
- To provide clerical and administration support to the teacher, such as typing, photocopying, display work, and the collection and recordings of monies if required.
- To attend meetings as required.
- Understand that keeping children safe is paramount in our school and that all employees must take responsibility for ensuring that any safeguarding concerns are quickly reported to the appropriate person.
- Undertake all safeguarding training as required.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to *undertake* various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

## PERSON SPECIFICATION

**POST TITLE:** Technician – Resource Support Role A

### CRITERIA

### ESSENTIAL CRITERIA

**Job Related  
Education and  
Qualifications and  
Knowledge  
Experience**

- NVQ Level 1 or equivalent
- Experience of Resource Support

**Skills/Abilities**

- Adequate numeracy / literacy skills

**Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.