DOVER GRAMMAR SCHOOL FOR BOYS
Job Description for General Technician

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

The specific responsibilities of the post are as follows:

Post	**General Technician**
Contract Type	• Permanent Term Time - 39 weeks per year (TTO plus 5 INSET days) • Hours: 30 - 37hrs per week, FTE KSB £26,822 (pro rata to actual working hours)
Line Management	**Lead Technician**
Specific Duties	**Strategic Direction and Development of the School** • Lead by example, providing motivation and inspiration to the school • Build on the ethos which secures effective teaching, successful learning and achievement by the pupils • Contribute to the development of a team culture in which all those involved in the school are committed to the aims & involved in meeting the agreed objectives & targets **Learning and Teaching** • Prepare, set up and clear practical lessons • Support students during practicals, if needed • Ensure work is explained to cover staff • Maintain a flexible approach to your responsibilities, undertaking additional responsibilities at the request of the subject leader for DT, Food Technology, Science and Art or at your own initiative, when the need arises **Leading and Managing Staff** • As requested by the Lead Technician and Subject Leaders for DT, Science & Art, meet with members of the department to identify priorities, and set timescales for the completion of tasks • Take account of and implement all relevant Health & Safety

	requirements • Keep up to date with IT to maintain the inventory and help develop online resources **Efficient and Effective Deployment of Resources** • Work with the Lead Technician and Subject Leaders for DT, Science & Art to manage, monitor and review all available resources • Construct new apparatus and repair old apparatus where possible • Make up chemical solutions as required • Clean sinks and wash up apparatus in DT, Food Tech Science & Art • Source, order and collect supplies for the departments **Accountability** • You are accountable to the Lead Technician and Subject Leaders for DT, Science & Art • Contribute to the ethos of the school in which students, staff, governors, parents and visitors to the school are given a warm welcome, treated with respect and their concerns are dealt with efficiently and effectively • Keep abreast of new educational initiatives and developments in your areas of responsibility, and bring new ideas forward for discussion as appropriate • At the direction of the Headteacher, undertake other duties and responsibilities which may from time to time be necessary for the effective management of the school

