Archbishop Temple
Church of England High School

JOB DESCRIPTION	
JOB TITLE:	**Technician 3**
GRADE:	**Grade 5 SCP 6-19**
RESPONSIBLE TO:	**Curriculum Leaders for Design Technology and Science**

JOB PURPOSE:

To work with teachers as part of a professional team to support learning by providing technical assistance through working with pupils in the delivery / demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for pupils.

Main Duties and Responsibilities

Key duties:

- Plan, prepare and set up specific curriculum resources / materials / equipment for lessons, as directed by the class teacher
- Implement structured and agreed practical learning activities for groups or on a one-to-one basis, as prepared by, and under the direction of, the class teacher
- Develop, prepare and maintain specialist resources as required
- Ensure the safe and secure storage of allocated resources / materials / equipment to prevent unauthorised access / misuse
- Clean and undertake maintenance of equipment as needed to ensure it is clean and in good working order
- Update records, including production of reports and analysis of information
- Contribute to planning and development of systems, policies and procedures for their technical area.

Individuals in this role may also:

- Ensure the adherence to health and safety regulations by technical support staff within the school
- Demonstrate the use of equipment to technical and other staff
- Provide clerical and administrative support to the classroom teacher as directed
- Order and maintain resources within an agreed budget
- Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.

Indicative knowledge, skills and experience

- Should be able demonstrate significant experience or technical knowledge in a relevant technical area.
- Knowledge of appropriate use of specialist equipment and ability to communicate and demonstrate this knowledge effectively to staff and pupils.
- This profile would be applicable for technicians working in Science, Design & Technology, Art, Food Technology, Performing Arts or Sport.

General

- To attend school events as required.
- To participate in school emergencies as required, including locating students and staff, contacting
- To attend relevant meetings and training sessions.
- To undertake first aid training and responsibilities as required.
- To undertake training as appropriate.
- To fully participate in the School's appraisal scheme where appropriate.
- To keep up to date with associated developments and changes in requirements and regulations, and communicate appropriate information to colleagues.

Note: In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required.

Agreed by …….

Date: September 2026