The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

### Job details

**Job title:** Technician – Curriculum/Resource Support Level 1

**Directorate:** [School name - amend as appropriate]

**Reporting to:** Headteacher

**Grade:** Scale 3

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### Job description

**Purpose of the post:**
• Under the direction/instruction of senior staff: provide general support to staff and pupils, including preparation and routine maintenance of resource/equipment.

**Main duties and responsibilities:**

**Support for Pupils:**
• Support pupils in accessing learning activities as directed by the teacher.
• Provide feedback to pupils in relation to progress and achievement.

**Support for the Teacher:**
• Ensure the maintenance of a clean and orderly working environment.
• Timely and accurate preparation of routine equipment/resources/materials. Ensure these are set out according to instructions.
• Undertake basic record keeping as directed.
• Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils.
• Provide clerical/administrative support e.g. photocopying, printing, display, collection and recording of money.

**Support for the Curriculum:**
• Monitor and arrange orderly and secure storage of supplies.
• Maintain everyday equipment in accordance with instructions.
• Undertake simple repairs and report other damages.
• Operation of every day equipment in accordance to instructions.
Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- Take part in the school’s performance management system.
- Attend governing body meetings on a regular basis.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
### Person Specification

[To add extra rows, right-click in the last row and select Insert > Insert Rows Below…]

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. NVQ1 or equivalent qualification or experience in a relevant discipline.</td>
<td>✓</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Experience of general technical/resource support.</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Good numeracy/literacy skills.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>4. Basic first aid knowledge as appropriate.</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Ability to use relevant technology e.g. computer, video, photocopier.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>6. Participate in development and training opportunities.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>7. Ability to relate well to children and adults.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>8. Display commitment to the protection and safeguarding of children and young people.</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>