



**Brighton & Hove**

## **JOB DESCRIPTION**

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

**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. Text in **bold** font indicates the key level responsibilities for this role.

### **PURPOSE OF JOB**

To provide general support to the staff and pupils within a **specific curricular/resource** area, including preparation and maintenance of resources and equipment under the instruction of senior staff.

### **PRINCIPAL ACCOUNTABILITIES**

- To prepare **specialist** equipment/resources/materials as required by staff within strict time scales.
- **To create and maintain a purposeful, orderly and productive working environment for the teacher.**
- To *monitor* stock and supplies, **cataloguing as required.**
- To *ensure* the **maintenance** of specialist equipment, checking for quality and safety, **undertaking repairs/modifications within own capabilities** and reporting other damages as appropriate.
- To support pupils in accessing learning activities as directed by the teacher.
- To *ensure* 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 implement structured learning activities/teaching programmes in line with the National Curriculum, under the direction of the teacher.**

- To demonstrate, and *assist* others in the safe and effective use of specialist equipment/materials.
- To provide feedback to pupils in relation to progress and achievement.
- To administer *routine* tests and invigilate exams and *undertake routine* marking of pupils' work.
- To maintain records as requested.
- To provide clerical and administration support to the teacher, such as typing, DTP, printing, photocopying, display work, and the collection and recordings of monies if required.
- To *participate in* meetings 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.

Post Holder Name.....

Post Holder Signature.....

Date.....

**Blatchington Mill School is committed to safeguarding our students and we expect all staff and volunteers to support this commitment.**

## PERSON SPECIFICATION

**POST TITLE:** Resource Support Technician Level B

### CRITERIA

### ESSENTIAL CRITERIA

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

- NVQ Level 2 or equivalent
- **Experience/Knowledge** of Resource Support **in specific subject area**

**Skills/Abilities**

- *Good* numeracy / literacy skills
- Basic knowledge/skills in specific subject area

**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.