

	<b>EDMONTON COUNTY SCHOOL</b> <b>DISPLAYS TECHNICIAN</b>
Date	December 2018

## **JOB DESCRIPTION**

**Post Title:** Displays Technician  
**Grade:** Scale 3  
**Hours:** 6 hours per week, 42 weeks per year  
 (Flexible hours to suit candidates' current responsibilities)

**Responsible to:** Resources & Tech Manager

### **Purpose of the Job:**

To update school displays as directed by the Resources & Technician Manager

### **Main Duties and Responsibilities:**

1. To develop and maintain a consistent standard of high quality school displays by consulting with senior staff.
2. Update and manage the schools display board inventory in an online format and develop a log system for updating school displays..
3. To consult with faculties to ensure the material on each board stays fresh using the online log system.
4. To be proactive in the request of materials from faculties to ensure that all boards are covered.
5. Use creativity to make high quality displays by using the resources at the disposal of the school.
6. To use digital stills camera to take photographs of displays in order to record them in the inventory.
7. To use ICT for the production of displays for departments.
8. To assist with general administrative duties where necessary as directed by your Line Manager.

9. To maintain staff room notice boards; removing out of date information, and clearing of communal areas of any unnecessary papers.
10. To ensure that Data Protection regulations are adhered to throughout the office, informing the Office Manager of any requests for information other than from approved agencies: DfES, LEA.
11. To exercise responsibility under the Health and Safety at Work Act as laid down or as amended from time to time by school procedures. To ensure all necessary records are accurate.
12. To uphold and further the school's equal opportunities policy and to carry out duties effectively and without discrimination.
13. Any duties on behalf of Edmonton County School.
14. Any other reasonable duties within the scope of this function and grading as directed by the Executive Headteacher.
15. To act at all times in accordance with school policies and to provide a professional role model for pupils, parents and other staff.

This job description may be amended at any time after consultation with you.