

ST EDWARD'S OXFORD

JOB DESCRIPTION – Modern Foreign Languages Technician

Responsible to: Head of Modern Foreign Languages

Accountable to: Warden

Relates to

- Pupils
- Teaching staff
- Non-teaching staff
- External suppliers

Job Summary

The Modern Foreign Languages (MFL) Technician will be responsible for maintaining, setting up and operating electronic equipment within the MFL Department and dealing with problems as they arise, either in person or in liaison with the School's ICT Department or outside suppliers. The Technician will catalogue and archive departmental equipment and materials (digitally manipulating audio material and other data as required); update departmental information on the School's intranet and use the internet to download information and other media. Responsibilities will include administrative tasks within the MFL Department and ordering and organising the distribution of books and periodicals.

Main Duties and Responsibilities

Technical:

- 'Trouble-shooting' the MFL Computer Suite, inc. SANAKO (training available).
- Maintaining and updating the MFL SharePoint pages by request (training available).
- In liaison with the Exams Officer, setting up oral exam materials e.g. ensuring digital recorders contain batteries; timers, tapes, tape recorders and microphones are available when necessary.
- Digitising and correctly archiving audio material including CDs and tapes, and transferring DVDs and videos onto 'Clickview' (training available). Downloading mp3 materials from Exam Board websites. Capturing and storing streaming video from Internet.
- Cataloguing and reviewing hardware and software, to include DVD Library.
- Maintenance of photocopier (inc. knowledge of all functions inc. scanning facility), printers, OHPs, projectors, tape recorders.
- Regular liaison with the ICT Department to ensure that programs and functionality are kept up-to-date.

General Administrative tasks:

- Responsibility for overall orderliness of the building e.g. lost property not lying around; book shelves tidy and organised; reporting items that are broken/need replacing;
- Ensuring the tidiness and maintenance of communal areas, including the Technician's office.
- Large photocopy 'runs' e.g. examinations and course guides.
- Stationery ordering and storage (Technician's office).
- Filing. Maintaining tidiness of the filing cabinets, e.g. ensuring that exam papers are put back in the correct location.
- Replenishing printers and photocopier.

Languages specific tasks:

- Correct ordering and charging of MFL books and magazines.
- Liaising with the School Librarian to ensure a stock of MFL magazines, newspapers, and books are available and in good order.

Hours of work

This is a part time post, working 8:30 am to 1:30 pm, Monday to Friday (25 hours per week) during term time weeks and for two days in the weeks preceding and following each term. This results in a total of approximately 174 worked days per year.

Holiday

The paid holiday entitlement will be 5 weeks per annum and all holiday, unless in exceptional circumstances agreed by the Head of MFL, should be taken outside term time and the working weeks specified above. When Bank Holidays fall during term time, they are regarded as normal working days, for which time off in lieu is allowed. The School's holiday year runs from 1 September to 31 August.

Pension

Participation in the School's pension scheme for non-teaching staff is available after one year's service.

Sickness Benefit

After one year's service has been completed, annual entitlement to sickness benefit is six weeks at full salary plus a further six weeks at half salary. During the first year of employment, sickness benefit will be payable at full salary for one month.

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families. Staff are required to exercise due consideration in the way they use such information and should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the CRB.

Miscellaneous

Free lunches are available during term time.

Employees may use the Esporta Leisure Centre, however, this is not a contractual entitlement.

PERSON SPECIFICATION – Modern Foreign Languages Technician

Headings	Essential Qualities	Desirable Qualities
Personal Circumstances	Able to work flexibly and work the necessary hours to meet the demands of the position	
Personal Attributes	<p>Enthusiasm</p> <p>A positive and good humoured nature</p> <p>Accuracy and an eye for detail, with a meticulous, systematic approach to problem solving</p> <p>Excellent organisational skills</p> <p>Keenness to keep abreast of changing technology</p>	
Educational Qualifications	A good command of the English language.	
Skills, abilities and experience	<p>Good working knowledge of at least the following programs: Microsoft Word, Excel, Outlook, Internet, Windows Media Player</p> <p>The ability and willingness to update computer skills, as necessary</p> <p>The ability to relate well to people of all ages and at all levels</p> <p>A genuine interest in, and empathy with, children</p> <p>The ability to work well as part of a team, but also to use initiative and to work autonomously, as necessary</p> <p>The ability to prioritise and manage changing workloads and situations.</p> <p>Excellent interpersonal skills.</p>	<p>A knowledge of the independent schools sector</p> <p>Previous experience of working in a similar role</p>
Child protection	<p>Commitment to the protection of children and young people.</p> <p>Willingness to work within the School's Child Protection guidance for staff and follow relevant organisational procedures.</p>	