



## Job Description

- ☐ This form summarises the purpose of the job and lists its key tasks
- ☐ It may be varied from time to time at the discretion of the School, in consultation with the post holder.

<b>Job title:</b>	<b>Teaching Spaces Assistant</b>
<b>Department:</b>	<b>IT Services</b>
<b>Grade:</b>	<b>SB02</b>
<b>Duration:</b>	<b>2015/2016 Part Time</b>
<b>Accountable to:</b>	<b>AV and Teaching Spaces Support Manager</b>
<b>Responsible for:</b>	<b>N/A</b>

## Job Summary:

To check and carry out basic maintenance on IT and related equipment in lecture theatres, classrooms and PC classrooms on campus. To carry out and record basic environmental improvements in lecture theatres, classrooms, PC classrooms and open access PC areas on campus. To check and record the working condition of plasma screens and Web kiosks across campus. To assist in supporting teaching and learning spaces employees in supporting teaching and public lectures.

## Responsibilities

1. To check the working conditions of IT and related equipment in teaching spaces across campus. This will include projectors, PCs, visualisers and sound equipment in lecture theatres, classrooms and PC classrooms.
2. To carry out basic maintenance on IT and related equipment, as required.
3. To check the environmental conditions in teaching and learning spaces. This will include checking for damage to furniture, problems with the lighting, general cleanliness and supplies of board pens and other consumables.
4. To check the working condition of plasma screens and Web kiosks across campus.
5. To record all checks on supplied checklists and return to the Technology Support team.
6. To immediately alert the Technology Support Manager regarding any urgent faults.
7. To attend public lectures assisting TLS and conference staff from a technical perspective. Mixing audio levels and responding to any issues occurring.

## Working Hours

Assistants are required to work ad hoc hours any day of the week including weekends.

## Person Specification

- ☐ This form lists the essential and desirable requirements needed in order to do the job
- ☐ Applicants will be shortlisted solely on the extent to which they meet these requirements.

<b>Job title:</b>	<b>Teaching Spaces Assistant</b>
<b>Department:</b>	<b>IT Services</b>
<b>Grade:</b>	<b>SB02</b>
<b>Duration:</b>	<b>Term-time only – 2015-2016 / Part Time – Monday to Friday, 08:00 – 09:00</b>
<b>Accountable to:</b>	<b>Technology Support Manager</b>
<b>Responsible for:</b>	<b>N/A</b>

Competency	Evidence	E/D
<b>Communication</b>		
	Ability to understand oral and written instructions.	E
	Ability to keep records of work done and be able to report back on progress.	E
<b>Teamwork and Motivation</b>		
	Ability to be able to work as part of a team.	E
	Ability to demonstrate a flexible approach to work and the ability to exercise initiative within the scope of Library and IT Services policy	E
<b>Knowledge and Experience</b>		
	Educated to at least GCSE standard or equivalent.	E
	Experience of working in a busy customer service environment	E