



Job Description: Technician

Purpose:	To assist in providing practical support to teaching and learning in the Art, Design Technology and Science Departments.
Reporting to:	The respective Heads of Department
Hours of work:	7 hours per day, 5 days a week, 35 hours per week, Term time only plus 5 inset days.
Remuneration:	Scale SC 3 £ 19,312 - £ 19,698 pro rata

Key responsibilities

- To support the delivery of effective learning across the departments.
 - Receive and discuss details of the weekly requirements from teachers, reviewing availability.
 - Maintenance of the specialist teaching areas, including cleanliness, tidiness and fault reporting.
 - Management of the preparation rooms and stores.
 - Setting up experiments and delivering resources for lessons, and the collection of the same.
 - Clean equipment and other items after use.
 - Assisting teachers in the setting up of specific equipment in classrooms, workshops and science laboratories.
 - Prepare administrative tasks that are specific to the specialist subjects.
 - Provide technical and practical support during lessons, including individual or small group pupil support where appropriate and promote the good behavior of pupils at all times.
 - Carry out the safe disposal of used materials as required.
- To manager and maintain the equipment for the specific subjects.
 - Ensure that equipment is returned to storage in good order and is checked prior to use.
 - Follow all safety rules so care is taken when applying CoSHH or equivalent.
 - Ensure that staff are advised as soon as possible of any loss or damage.
 - Assist in the ordering, receipt, checking and stocktaking of equipment, materials and food items.
 - Check, clean where necessary and stoke-take equipment and resources.
 - Assist in periodic inspections of equipment and fittings to ensure they continue to be in working and safe order.
 - Undertake routine maintenance or equipment and maintain all equipment and utensils / components in good working condition.
 - Arrange for specific equipment to receive servicing at the assigned intervals.
- To manage the store rooms and prep. rooms.
 - Construct apparatus and prepare standard solutions in Science.
 - Manage the Prep. room, keeping it clean and tidy at all times with space available for all incoming apparatus following the conclusion of each lesson.

- Regularly clean and maintain appliances in each specialist area.
- Adhere to relevant safety procedures and other legislative obligations e.g. food safety, hygiene.
- Assist in organising store rooms so they are kept tidy with the floor space being kept clean and clear.

Undertake any other responsibilities that might be reasonably requested by the Principal.

Comply with the requirements of the Health and Safety at Work regulations and maintain a safe working environment.

The job holder will take reasonable care for the Health and Safety of him/herself and others, and to cooperate in ensuring that Health and Safety responsibilities are carried out.

All staff within the school are expected to demonstrate a commitment to safeguarding children.

This job description will be reviewed regularly and may be subject to modification or amendment at any time, after consultation with the postholder.