



GREENWOOD ACADEMIES TRUST

JOB DESCRIPTION

Post title: SENIOR TECHNICIAN

Purpose: To lead and manage all Technicians and ensure the correct preparation, co-ordination and maintenance of equipment, specimens and materials required, for practical work to support lessons.

Responsible to: Head of School and through the Head of Science/Technology.

The following information is furnished to assist staff joining the Trust to understand and appreciate the work content of their post and the role they play in the establishment.

Duties and Responsibilities:

- To lead and manage all Technicians and ensure appropriate support and development.
- To organise the technical support services for science teaching in the Academy
- To support the practical work for science teaching in the Academy, including assistance to teachers and pupils where appropriate.
- To prepare materials, stock and standard solutions and apparatus as required for demonstrations, experiments and practical work. To test experiments and practical work to ensure they work satisfactorily.
- To take care of animals and plants when required, both during term time and during vacations.
- To develop working practices in line with the Academy's health and safety policy and practice. To carry out and, where appropriate, advise on the implementation of health and safety procedures in the laboratories, including the inspection, maintenance and correct use of safety equipment.
- To administer, when trained, first aid treatment for minor laboratory injuries and the maintenance of first aid equipment in the laboratory area.
- To be responsible for the safe disposal of biological and chemical residues and other waste material.
- To be responsible for cleaning, inspection, storage, maintenance and repair of laboratory and safety

equipment. This may involve the construction and/or modification of equipment.

- To assist in the construction and preparation of audio visual aids and maintaining the AV equipment used within the science department.
- To discuss with the Head of Science and other teachers, possible developments arising or potentially arising out of curriculum changes.
- To offer advice on the implications of such changes on resources, workload and other technical support issues and the feasibility of such changes.
- To devise new practical work and experiments when required in co-ordination with teaching staff.
- To identify and report any repairs or improvements that can be made to the maintenance and up keep of the science laboratories and any equipment.
- To administer the budget allocation to the science department. Making petty cash purchases, operating and administering stock control and ordering procedures. Monitoring of expenditure, preparation of orders, obtaining quotes, checking deliveries and co-ordinating common stock.
- To assist the Head of Science in prioritising decisions in the laboratory area. To have a general overview of the science department's budget, including the responsibility for financial forecasting and planning in the science area.
- To be responsible for the standard of work, timekeeping and attendance of other technicians and for the suitable allocation of tasks and areas and responsibility.
- To assist with the recruitment and selection of technicians.
- To be responsible for ensuring the induction of newly appointed technicians.
- To participate in arrangements for further job specific training and development for technicians.
- To take part in and be responsible for carrying out performance reviews in accordance with the Academy's Performance Management Policy.

All adults employed by the Academy are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.