



GREENWOOD ACADEMIES TRUST

JOB DESCRIPTION

Post title: TECHNICIAN

Purpose: To support the practical work for teaching in the academy, including assistance to teachers and pupils where appropriate.

Reporting Head of Department
to:

MAIN(CORE DUTIES)

- Preparing equipment and materials, including handouts, required for demonstrations and for practical work to support lessons.
- Setting up and testing demonstration experiments and ensuring that they will work satisfactorily.
- Assisting pupils and teaching staff with classroom practicals and demonstrations.
- Cleaning of apparatus (e.g. glassware) used by teaching staff, and by pupils if it is difficult or dangerous.
- Maintaining apparatus and equipment in good working order, advising any improvements which can be made in this respect and reporting equipment for repair if outside the capabilities of the Technician.
- Construction / preparation / modification of simple teaching aids.
- Inspection, maintenance and correct use of safety equipment.
- Operating an efficient system for stocking, storing, transporting and distributing all items used within the Academy.
- Operating documentation systems (cataloguing, filing, worksheets, etc).
- Making petty cash purchases.
- Maintaining a good stock of necessary materials and operating and administering stock control and ordering procedures, preparation of requisitions (orders), obtaining quotations, checking deliveries and co-ordinating common stock between sections.

- Familiarising him/herself with all relevant Health and Safety procedures and legislation.
- Developing working practices, in line with Academy policy and practice, to safeguard the Health and Safety of all staff and pupils in authorised Academy activities, both on the Academy premises and elsewhere, including the maintenance of legal chemical records (COSHH).
- Participating in the Academy performance and review programme including job related training.
- Any other duties deemed to be appropriate to the role.
- Participation in arrangements for further job specific training and development for technicians.
- Any other duties deemed to be appropriate to the role.

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.