|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| JOB DESCRIPTION | | | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| **Job Title:** | | | | Science/DT Technician | | | | | **Job No:** | |  | |
|  | |  | | | | | | | | | | |
| **Grade:** | | | | GR2 | | | | | **Division:** | |  | |
|  | |  | | | | | | | | | | |
| **No of Posts:** | | | |  | | | | | **Section:** | |  | |
|  | |  | | | | | | | | | | |
| **1.0** | | **JOB PURPOSE:** | | | | | | | | | | |
|  | |  | | | | | | | | | | |
|  | | **1.1** | | To provide effective & efficient technical assistance to teaching staff within the relevant departments | | | | | | | | |
|  | |  | |  | | | | | | | | |
| **2.0** | | **DUTIES AND RESPONSIBILITIES:** | | | | | | | | | | |
|  | | **2.1** | | Under the direction of the appropriate line manager provide practical assistance and information to teaching staff relating to: | | | | | | | | |
|  | | **2.1.1** | | | Prepare equipment for lessons as appropriate | | | | | | | |
|  | | **2.1.2** | | | Clear and tidy equipment after lessons and store safely | | | | | | | |
|  | | **2.1.3** | | | Comply with necessary conditions for an effective and safe working environment | | | | | | | |
|  | | **2.2** | | Undertake routine checks and maintenance of equipment within standard operating procedures | | | | | | | | |
|  | | **2.2.1** | | | Comply with necessary conditions for an effective and safe working environment | | | | | | | |
|  | | **2.2.2** | | | Assist with availability of resources | | | | | | | |
|  | | **2.2.3** | | | Prepare materials in response to requests | | | | | | | |
|  | | **2.3** | | To provide general assistance in the safe storage, transit and accessibility of equipment and materials including: | | | | | | | | |
|  | | **2.3.1** | | | Monitoring and reporting stock levels | | | | | | | |
|  | | **2.3.2** | | | Assist with availability of suitable materials and equipment | | | | | | | |
|  | | **2.3.3** | | | Helping to compile orders and liaise with line manager | | | | | | | |
|  | | **2.3.4** | | | Update the information systems as required | | | | | | | |
|  | | **2.4** | | | Assist in the routine maintenance and cleaning of equipment and materials including the safe disposal of used materials within school H & S policy | | | | | | | |
|  | | **2.5** | | | Contribute to a safe working environment by undertaking continuous professional development | | | | | | | |
|  | | **2.6** | | | To take part in the school’s professional development programme | | | | | | | |
|  | | **2.7** | | | Such other duties as may be commensurate with the grade and nature of the post | | | | | | | |
|  | | **2.8** | | | To perform other duties as the Headteacher may from time to time determine | | | | | | | |
|  | | **2.9** | | | Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with | | | | | | | |
|  | | **2.10** | | | To ensure all tasks are carried out with due regard to Health and Safety training of staff | | | | | | | |
|  | | **2.11** | | | To undertake appropriate professional development including adhering to the principle of performance management | | | | | | | |
|  | | **2.12** | | | To adhere to the ethos of the school | | | | | | | |
|  | | **2.12.1** | | | | To promote the agreed vision and aims of the school | | | | | | |
|  | | **2.12.2** | | | | To set an example of personal integrity and professionalism | | | | | | |
|  | | **2.12.3** | | | | Attendance at appropriate staff meetings and parents evenings | | | | | | |
|  | | **2.13** | | | Any other duties as commensurate within the grade I order to ensure the smooth running of the school | | | | | | | |
|  | | **OBSERVANCE OF THE CITY COUNCIL’S**  **EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED** | | | | | | | | | | |
| **3.0** | | **SUPERVISION RECEIVED**: Senior technician or Head of Subject or Relevant Teacher | | | | | | | | | | |
|  | |  | | | | | | | | | | |
|  | | **3.1** | | **Supervising Officer’s Job Title:** | | | | | SLT Link | | | |
|  | |  | |  | | | | | | | | |
|  | | **3.2** | | LEVEL OF SUPERVISION | | | | | | | | |
|  | |  | | ~~1. Regularly supervised with work checked by supervisor~~ | | | | | | | | |
|  | |  | | 2. Left to work within established guidelines subject to scrutiny by supervisor | | | | | | | | |
|  | |  | | ~~3. Plan own work to ensure the meeting of defined objectives~~ | | | | | | | | |
|  | |  | |  | | | | | | | | |
|  | |  | | | | | | | | | | |
| **4.0** | | **SUPERVISION GIVEN**: (excludes those who are **indirectly** supervised ie through others) | | | | | | | | | | |
|  | |  | | | | | | | | | | |
|  | | **Post Title** | | | | | | Grade | | No of Posts | | **Level of**  **Supervision**  **(as in 3.2**  **above)** |
|  | |  | | | | | |  | |  | |  |
|  | |  | | | | | |  | |  | |  |
|  | | * Use 1, 2 or 3 as in 3.2 | | | | | | | | | | |
| **5.0** | | **SPECIAL CONDITIONS:** | | | | | | | | | | |
|  | | **5.1** | |  | | | | | | | | |