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| JOB DESCRIPTION |
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| **Job Title:** | Science/DT Technician | **Job No:** |  |
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| **Grade:** | GR2 | **Division:** |  |
|  |  |
| **No of Posts:** |  | **Section:** |  |
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| **1.0** | **JOB PURPOSE:** |
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|  | **1.1** | To provide effective & efficient technical assistance to teaching staff within the relevant departments |
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| **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 |
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|  | **3.1** | **Supervising Officer’s Job Title:**  | SLT Link |
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|  | **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~~ |
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| **4.0** | **SUPERVISION GIVEN**: (excludes those who are **indirectly** supervised ie through others) |
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|  | **Post Title** | Grade | No of Posts | **Level of****Supervision** **(as in 3.2****above)** |
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|  | * Use 1, 2 or 3 as in 3.2
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| **5.0** | **SPECIAL CONDITIONS:** |
|  | **5.1** |  |