JOB DESCRIPTION

#

# Job title School Technician

**Specialism** Science

# Responsible to Technical Services Manager

# Salary Grade 6 (£15,543)

# Contract Permanent, 37 hours per week, 40 weeks per year

**Job Purpose** To provide an outstanding service and operationally

co-ordinate the day to day provision of technical support within the science department and any other technical areas when required

**Key Responsibilities**

1. To maintain apparatus – including:
* Satisfactory systems of storage, delivery and retrieval
* Cleaning glassware
* Reporting and making up losses
1. To maintain laboratories and preparation areas to include:
	* + - Clearing away apparatus after lessons
			- Clearing work areas and sinks
			- Regular checks of equipment in storage areas in laboratories – number and condition
2. To operate and control ICT, and paper resources to include collection, filing retrieval and preparation where appropriate
3. To order equipment (including making cash purchases) and maintaining adequate financial records of expenditure
4. To ensure that safety procedures are followed in the use and preparation of equipment, chemicals etc.
5. To the maintenance of stock control and storage with regard to safety regulations
6. To contribute to specific and cross-department initiatives e.g. field courses, open evenings, animal & plant husbandry
7. To contribute to initiatives in GCSE and A-level examination assessment (including assistance in lessons in support of staff involvement in the planning and preparation stage of assessments)
8. To support students in the classroom as and when required by the teachers
9. To ensure that work and registers are passed to cover teachers
10. To handle petty cash
11. To prepare reagents and solutions including concentrated acids and volumetric solutions
12. To maintain microbiological cultures including aseptic work and the disposal of contaminated materials
13. To advise on room changes on occasions deemed necessary for efficient use of resources
14. The maintenance of portable electrical apparatus – including
* Periodic checks of equipment (cables, fuses and plugs)
* Check, record and maintain Portable Appliance Testing equipment in science

Fault finding and repairs

**Other requirements of the post**

1. To participate in Staff Training Days and other training opportunities in disaggregated time, as required
2. To participate in other continuing professional development opportunities, as required or agreed
3. To participate in the academy programme of Performance Management
4. To participate fully in team self-reviews and other agreed procedures for monitoring the quality of student support
5. To provide invigilation as required
6. To comply with all financial, safety, data protection, IT software licensing, child protection and equal opportunity requirements and any other relevant guidelines
7. To undertake any other reasonable duties as may be agreed from time to time with the Coordinator or the Principal
8. Commitment to Rawlins values which are based on Christian and British values
* To uphold and promote the Rawlins Way
* *We respect and care for each other*
* *We work hard to learn and to achieve*
* *We face challenges positively together*
1. Other reasonable duties that the Principal may ask you to perform.

Dated:                  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:                 Postholder:        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                              Principal:               \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***The Academy is committed to safeguarding and promoting the welfare of the young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring check***

***This post is subject to an Enhanced Disclosure and Barring Service check***.