



Midsomer Norton
Schools Partnership

JOB DESCRIPTION

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| Post Title JUNIOR SCIENCE TECHNICAN | <u>Date</u> July 2017 |
| Grade P | <u>Responsible to:</u> Head of Science |

1 **JOB PURPOSE**

To provide specialist technical and administrative support, practical assistance and advice where required, to staff and pupils of the school.

2. **MAIN DUTIES AND RESPONSIBILITIES**

- To provide specialist assistance in the preparation of classrooms, laboratories and workshops for use by the staff and pupils ensuring the safe working, tidy and healthy environment is provided at all times.
- To provide specialist assistance and be responsible for teaching resources and material, displays, apparatus and equipment, providing technical assistance and support to teaching staff and pupils on the safe and economic use of equipment and materials (including electrical equipment), working with teaching staff in the creation and design of new teaching resources and materials.
- To demonstrate, advise and assist in practical activities and support practical experiments where necessary, assisting with practical project work as part of, for example, post 16 studies, under the direction of teaching staff.
- To assist in using IT and AVA equipment associated with displays, machinery and experiments, ensuring the availability and security of equipment used.
- To maintain and repair equipment and apparatus or organise maintenance and repair, seeking specialist assistance when necessary, in order to ensure safe and efficient operation.
- To ensure that workshops, laboratories, classrooms and all equipment used are kept clean, tidy and in a safe condition, also undertaking routine and non-routine checking, maintenance, calibration, cleaning and fault investigation is carried out to the required standard.
- To be responsible for the safe storage of equipment and materials and the disposal of waste and hazardous materials, according to the relevant regulations, guidelines and school procedures and in line with Health and Safety good practice.
- To maintain records of stock levels and loans of equipment and materials and undertake annual stocktaking, ordering new stocks, supplies of equipment when authorised by teaching staff, taking receipt of materials and equipment delivered and passing invoices for payment.

- To be responsible where required for petty cash and the purchase of relevant items locally when authorised, assessing the availability of suitable alternatives in line with best value principles and maintaining records of transactions and expenditure in accordance with the school's financial guidelines.
- To assist with the issue and return of textbooks as required and undertake other appropriate clerical duties when necessary.
- To assist in the organisation and preparation of displays for open evenings and other appropriate school functions as and when required.
- To ensure at all times, in their work undertaken, and in all the above activities, that Health and Safety Regulations, and other relevant regulations and guidelines such as COSHH regulations and school procedures, are adhered to and observed. This may involve participating in regular and routine checking and testing procedures and risk assessments where appropriate, and contributing to the assessment, monitoring and review of Health and Safety procedures and policies.
- To play a proactive role in developing the skills and experience of other technicians and in promoting 'best practice' in all aspects of the work requirements.
- To assist teaching staff as directed and undertake other duties and responsibilities commensurate with the post, including assisting or advising other Technicians in areas of particular competence or skill.

3. **QUALIFICATIONS AND EXPERIENCE**

Essential

An academic, technical or vocational qualification in the relevant subject area to at least GCSE 'A' Level standard, or equivalent, with at least three year's applied practical, experience or four-five year's applied practical experience in the relevant subject area depending on the level of experience, with the evidence of in-service training and development.

In depth knowledge of Health and Safety and other relevant policies and procedures.

Ability to work as a member of team and good literacy and numeracy skills.

4. **GENERAL/SPECIAL CONDITIONS**

This job description only contains the main accountabilities relating to this post and does not describe in detail all the duties required to carry them out.

Midsomer Norton Schools Partnership is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Check is required prior to appointment.

Post Holder:

Name: _____

Signature: _____

Date: _____

Line Manager:

Name: _____

Signature: _____

Date: _____