



## **JOB DESCRIPTION SENIOR SCHOOL TECHNICIAN**

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Responsible to: Head of Science & Director of Finance and Administration

### **OVERALL RESPONSIBILITY**

**The postholder will support the effective and efficient teaching and learning in Science and other practical subjects through the line management and development of the School Technician Team, provision of technical and other support.**

### **Duties**

#### **A. Management of the School Technician Team**

- Liaise with the Director of Finance and Administration concerning the appointment of technician staff; including advising and assisting with the production of job descriptions, participating in short listing and interviews.
- Organising and co-ordinating the technical service across the school to meet the needs of the curriculum in all practical subjects: Science, Art, DT, Textiles, Food technology. Ensuring the deployment of technicians to meet the needs of the departments.
- Providing leadership and motivation in relation to the school technician team, supporting Science, Art, Textiles, Food Technology and Design and Technology. Setting, monitoring and maintaining satisfactory performance standards in relation to the technical support of all practical subjects. Monitoring performance through the Performance Management Scheme and regular line management meetings.
- Taking responsibility for the induction, training and ensuring appropriate opportunities for continuous professional development of the school technicians.
- Responsibility for oversight of Apprentice/Trainee Science Technicians; mentoring and carrying out training as necessary.

#### **B. Curriculum Support**

- Be responsible to the Head of Science in co-ordinating the use of and development of practical resources and facilities.
- To attend department meetings.

- Take a lead role in the design, development and maintenance of specialist resources and/or long term projects.
- Provide guidance and support to teaching and technician staff in meeting the practical requirements of the science curriculum.
- To provide training for teaching and technician staff in use of practical equipment and resources.
- Ensuring the technicians make positive contributions to the practical implications and technical requirements of new curriculum developments and the development of departmental resources.
- Where appropriate, assist the class teacher in carrying out, or to carry out demonstrations of scientific experiments.
- To help out at open evenings and assist with outreach events as required.

### **C. Management of Resources**

- On behalf of the Head of Science, manage the budget allocated to the department including assisting in the preparation of the department budget plan, monitoring of expenditure, liaising with the finance office and making regular reports to the Head of Science.
- To be responsible for database systems to maintain and determine levels of chemicals, apparatus and equipment to ensure the needs of the Science department are met.
- To be responsible for placing and processing orders in conjunction with the subject leader, checking deliveries and ensure distribution and appropriate storage.
- To purchase items from petty cash when required.

### **D. Health and Safety**

- To have overall responsibility for the promotion and observance of a healthy and safe working environment for the technical support service.
- Have oversight of Health and Safety within the preparation rooms, laboratories, workshops and other practical teaching spaces.
- Actively lead and co-ordinate the assessment, monitoring and review of both health and safety procedures and information. Provide technical advice on health and safety issues to teachers and technicians.
- Carry out risk assessments.
- Keep up-to-date with current procedures through continuing professional development.
- Ensure safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards.
- Oversight of the technicians to facilitate good laboratory and workshop maintenance and the reporting of premises defects to the Premises Manager.

### **E. General**

- To administer First Aid (following training if required).
- To ensure first aid, accident and administration of drugs policies and procedures are effective and fully implemented in conjunction with the Director of Finance and Administration.

- To develop and implement the display policy, in conjunction with the relevant assistant head teacher, to create displays throughout the school that are well presented and effective. Liaising with all subject leaders to keep displays up to date.
- To attend courses to update knowledge as required.
- To unequivocally support and promote the values and ethos of The Elmgreen School.
- Be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems.
- Take responsibility, appropriate to the post for team around the child tackling racism and other forms of discrimination and promoting good race, ethnic and community relations.
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.
- Work in accordance with the Schools Health and Safety Policies and Procedure.
- To undertake such other duties as laid down in the School Teachers Pay and Conditions Document.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Compiled by: MBU	Created: 20.06.2007
Approved by: DBE	Revision Number: 2
	Revision Date: 25/03/2019