

# Job Description

## Langley School



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

**All candidates are obliged to disclose in their application details of convictions, cautions and any previous concerns raised in relation to Safeguarding issues. The school will assess such evidence and determine whether this presents an acceptable risk to safeguarding. If this presents an unacceptable risk then this will be a contra-indicator and the applicant will not be shortlisted.**

<b>Post Title</b>	Lead Science & DT Technician	<b>Post No</b>	
<b>School</b>	Langley School		
<b>Salary Band/Range</b>	Band 'D'		
<b>Responsible to</b>	Head of Science & DT Faculty		
<b>DBS Check</b>	Enhanced		
<b>Special Conditions</b>	Term time only		

### 1. Job Purpose

To provide efficient and effective support for the teaching staff within the Science & DT Faculty by leading and co-ordinating the day-to-day work of the Science and DT technicians and through the provision and maintenance of materials and equipment for lessons as required.

### 2. Key Responsibilities

#### 2.1 Main Duties

Duties are varied and a multi-tasking approach will be required, but will broadly include:

- Liaising with teaching staff and other technicians to ensure the best learning opportunities for students in Science and DT
- Preparation of a variety of science and DT equipment, machinery and materials for use in lessons including apparatus, solutions, plates, data logging equipment, visual aids etc.
- Coordinating, completing and recording daily / weekly DT machine checking as required, following appropriate training
- Coordinating the repair and maintenance of equipment and machinery in Science and DT areas
- Clearing away, washing up and checking equipment before storage, maintaining a clean, tidy and safe working environment for staff and pupils.

	<ul style="list-style-type: none"> <li>• Trialling of lesson activities and liaising with teaching staff to improve and refine schemes of work.</li> <li>• Stock checking of materials, chemicals and stationary, re-ordering as necessary, in liaison with Head of Faculty and other technicians.</li> <li>• Coordinating and organising training, including Health and Safety training for Science and DT technicians as well as teaching staff in the faculty as required.</li> <li>• Keeping up to date records of training completed by staff within the faculty.</li> <li>• Ensuring that safe working practices are in place, providing support to teachers and technicians where necessary.</li> <li>• Work with the Head of Faculties for both Science and DT to develop and review risk assessments and other Health and Safety documents and policies.</li> <li>• Complete Performance Reviews for technicians as directed.</li> <li>• Work with the Head of Faculties of ensure the working hour patterns for the technician team meets the needs of the students/timetable.</li> <li>• Putting up and taking down displays as directed, mounting work and producing labelling as required, with/without ICT support.</li> <li>• Performing other tasks as may reasonably be required by the Headteacher or Head of Faculty.</li> </ul> <p>This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.</p>
2.2	<b>People</b>
	To line manage the performance of the Science and DT Technicians
2.3	<b>Safeguarding</b>
	Langley School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
2.4	<b>Financial</b>
	The post holder is responsible for ensuring that the school gains best value from purchasing and that products are suitable for the task required.
2.5	<b>Buildings &amp; Equipment</b>
	<p>The post holder is responsible for:</p> <ul style="list-style-type: none"> <li>• The maintenance of tidy stockrooms</li> <li>• Identification of reducing materials or resources, completion of order forms for new stock and liaison with Faculty staff as necessary</li> </ul>

	<ul style="list-style-type: none"> <li>• Identification of damages / losses of equipment and general repairs as necessary</li> <li>• Appropriate use of the resources required to undertake their role</li> <li>• Ensuring that the correct equipment/resources are available for pupil use.</li> </ul>
<b>2.6</b>	<b>Health &amp; Safety</b>
	<p>Health and safety laws require all employees to help the School maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the School, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.</p> <p>All duties and responsibilities must be carried out in line with the School's Health and Safety Policy and any local safety procedures.</p>
<b>2.7</b>	<b>Policies &amp; Procedures</b>
	<p>The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.</p>
<b>3.</b>	<b>Other Conditions</b>
<b>3.1</b>	<b>Mobility</b>
	<p>Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade within the school.</p>
<b>3.2</b>	<b>Equal Opportunities</b>
	<p>The school is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.</p>
<b>3.3</b>	<b>Variations to Job Descriptions</b>
	<p>Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Headteacher therefore retains the right to amend job descriptions to reflect changing requirements.</p>
<b>3.4</b>	<b>Training and Development</b>
	<p>The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.</p>
<b>3.6</b>	<b>Core Qualities &amp; Leadership Framework</b>
	<p>The School expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.</p>

<b>Compiled/Reviewed by:</b>	HCZ / CTH
<b>Date:</b>	2025

Signed:

Date: