



KOINONIA FEDERATION

St Mary Magdalene C of E School (Secondary Phase)
Blackheath Campus

Science/Design Technology Technician

Job Description

General Duties:-

The Science/DT Technician will support the practical and technical aspects of the curriculum by preparing, providing, maintaining, organising and managing the resources required for healthy, safe and secure, exciting practical activities to be carried out by staff and students.

Specific Duties:-

- Carry out preparation work for lessons under the direction of the teacher in charge.
- Preparation of all apparatus for practical lessons throughout the school
- To clear and tidy workplaces and preparation areas after lessons and at the end of the day
- Maintain apparatus and equipment and assist in the maintenance of stock levels and help with all stock checks
- Assist teachers and students with practical work and in lessons as required
- Carry out regular safety checks on equipment and classrooms as appropriate
- To ensure the maintenance of a healthy and safe working environment through:
 - actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources
 - keeping up to date with current procedures and practices through continuing Professional Development
 - the provision of technical advice and support on health & safety issues to teaching and trainee technical staff
 - the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards