



**Maiden Erlegh Chiltern Edge
Job description**

Role	Science/ D&T/ Art Technician		Reports to	Head of Department
Grade	Grade 3, SP5		Hours of work	30 hours per week, term time only, plus 2 INSET days
Purpose	To assist in the preparation of materials and equipment for science/ technology or art lessons to ensure smooth and efficient operation.			
Scope	Main contacts: pupils, teachers, support staff	Staff responsibilities: None	Financial accountability: None	
Accountabilities	<ol style="list-style-type: none"> 1. Preparation of resources, including assembling and modifying apparatus. 2. Assisting in practical classes & carrying out demonstrations. 3. Obtaining materials by local purchase. 4. Giving technical advice to teachers, technicians and pupils/students. 5. Carrying out risk assessments for technician activities. 6. Keeping up-to-date with Health & Safety requirements and with developments in practical science and giving Health & Safety advice to technical staff, teachers and students. 7. Disposal of waste materials. 8. Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks, etc. 9. Organising, storing and checking the condition of chemicals and equipment, including checking and returning equipment to stores. 10. Attending department meetings. 11. Setting up and caring for plant and animal collections. 12. Preparing standard solutions, purifying chemicals, treating waste. 13. General cleaning and repair of equipment. 14. Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder. 			
Personal Attributes	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent in a Science/technology or Art subject • Knowledge of Health and Safety including Control of Substances Hazardous to Health (COSHH) Regulations • A sense of responsibility • Ability to take initiative and work independently • Ability to work within a team working environment • Excellent communication and interpersonal skills • Ability to prioritise tasks • Confidentiality at all times • A pro-active and flexible approach to work • Decision making skills • A willingness to learn and develop personal skills 			
Special factors	<ul style="list-style-type: none"> • This post requires the handling of some hazardous or dangerous chemicals under the COSHH regulations 			
Organisational Chart	<div style="text-align: center;"> <div style="border: 1px solid black; border-radius: 10px; width: 150px; margin: 0 auto; padding: 5px; background-color: #e0f2f1;">Head of Department</div> <div style="text-align: center; margin: 5px 0;"> </div> <div style="border: 1px solid black; border-radius: 10px; width: 150px; margin: 0 auto; padding: 5px; background-color: #e0f2f1;">Technician</div> </div>			

Signed: _____
Post holder

Date: _____