



GREENWOOD ACADEMIES TRUST

JOB DESCRIPTION

Post title: TECHNICIAN

Purpose: To support the practical work for teaching in the Academy, including assistance to teachers and pupils where appropriate, across both Technology and Art departments.

Reporting to: Head of appropriate department

MAIN (CORE DUTIES:

- To organise the technical support services for teaching in the Academy.
- To prepare materials, stock and apparatus as required for demonstrations, and practical work. To test practical work to ensure experiments and demonstrations work satisfactorily.
- To develop working practices in line with the Academy's Health and Safety policy and practice. To carry out and, where appropriate, advise on the implementation of health and safety procedures, including the inspection, maintenance and correct use of safety equipment.
- When trained, to administer first aid treatment for minor injuries and the maintenance of first aid equipment in the areas, as appropriate.
- To be responsible for cleaning, inspection, storage, maintenance and repair of and safety equipment. This may involve the construction and/or modification of equipment.
- To assist in the construction and preparation of audio visual aids and maintaining the AV equipment.
- To discuss with the Head of Department and other teachers, possible developments arising or potentially

arising out of curriculum changes.

- To offer advice on the implications of such changes on resources, workload and other technical support issues and the feasibility of such changes.
- To devise new practical work and experiments when required in co-ordination with teaching staff.
- To identify and report any repairs or improvements that can be made to the maintenance and up keep of the science laboratories and any equipment.
- To administer the budget allocation to the department. Making petty cash purchases, operating and administering stock control and ordering procedures. Monitoring of expenditure, preparation of orders, obtaining quotes, checking deliveries and co-ordinating common stock.
- To assist the Head of Department in prioritising decisions in the area. To have a general overview of the department's budget, including the responsibility for financial forecasting and planning in the area.
- To participate in arrangements for further job specific training and development for technicians.

All adults employed by the Academy are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.

PERSON SPECIFICATION

Technician

	Essential	Desirable	How Assessed
Qualifications:			
Educated to at least GCSE level in English, Science and Mathematics	✓		Application form
Other qualifications relevant to role		✓	Application form
Experience:			
Knowledge of Health & Safety legislation as it relates to the work of a school	✓		Application form; at interview and reference
Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals	✓		Application form; at interview and reference
Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools	✓		Application form; at interview and reference
Background in a Art and/or Technology environment	✓		Application form; at interview and reference
Personal and Professional Skills and Attributes:			
Ability to carry out risk assessments in	✓		Application form and at interview
Ability to design, develop and maintain specialist resources	✓		Application form and at interview
Ability to prepare equipment and materials for lessons, as requested by the teaching staff	✓		Application form and at interview
Highly motivated and enthusiastic	✓		Application form and at interview
High professional standards	✓		Application form and at interview
Ability to effectively direct the work of a team	✓		Application form and at interview
Ability to offer professional guidance and assistance to students and teachers on the practical aspects of the curriculum	✓		Application form and at interview
Ability to maintain a range of tools and equipment	✓		Application form and at interview
Ability to work effectively as a member of a team	✓		Application form and at interview
High quality organisational skills	✓		Application form and at interview
Ability to work in an organised and methodical manner	✓		Application form and at interview
Ability to establish positive relationships with pupils	✓		Application form and at interview
Willingness to play a part in the wider life of the Academy	✓		Application form and at interview

Requirements from confidential references:

	Essential
Written reference(s) only	✓

Confirmation of professional and personal knowledge, skills and abilities	✓
Positive recommendation from current employer	✓