****

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **SCHOOL:** | Callerton Academy |
| **Post Title** | Technician with Science Specialism |
| **Grade:** | N4 |
| **Responsible to** | PA to the Principal |
| **Responsible for** | n/a |
| **Job Purpose** | To provide technical support to the teaching departments as required. This may be provided to one or more specific departments (e.g. Science, Technology, Creative/Performing  Arts) or on a whole school basis (e.g. Media/AV). |
| **Main Duties:** | The following is typical of the duties the postholder will be expected  to perform. It is not necessarily exhaustive and other duties of a  similar nature and level may be required from time to time. |
|  | 1) Teaching aids and resource materials, to include:   1. preparation and setting out of equipment, materials and other resources for practical lessons in an orderly and presentable manner, in accordance with department/school risk assessments; 2. preparation of specific resources from a number of components for practical use; 3. checking items for class use in order to ensure that they are functional and sufficient in quantity;   (d) checking that the above items are returned for each class;  (e) constructing simple equipment/apparatus;  (f) care and appropriate handling of resources.  2) Care, maintenance and repair of equipment, to include:  (a) visual checking and routine cleaning/care of equipment;  (b) returning equipment to storage as soon as practicable;  (c) undertaking safety checks (e.g. portable appliance electrical testing) and keeping of appropriate records;   1. undertaking simple repairs; 2. advising line manager if more substantial repair or maintenance has to be carried out.   3) Control, storage and disposal of materials, to include:   1. maintaining stock levels and advising line manager of items and quantities required;   (b) ensuring safe and secure storage of materials;  (c) safe disposal of waste materials.  4) Care and maintenance of teaching environments, to include:   1. general tidying of equipment, materials and other resources within all teaching and preparatory rooms; 2. keeping cupboards stocked, tidy and labelled.   5) Display and demonstration work, to include:   1. setting up equipment/apparatus and materials for demonstrations as requested; 2. checking that the above is functioning correctly.   6 Liaison with teaching staff, to include:  (a) advice to teachers on the safe and effective use of equipment/apparatus and materials;  (b) advice on the availability of equipment, materials and other resources;  (c) notify line manager of any ways in which efficiency and safety could be improved;  (d) to work as a member of the support team with regard to the educational aims of the department and school.  7) To promote and implement the school’s Equality Policy in all aspects of employment and service delivery.  8) Assist in maintaining a healthy, safe and secure environment and act in accordance with the school’s policies and procedures  9) The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with. |