

Job Description

Post Title:	Technician (Science)
Location:	George Spencer Academy
Salary/Pay Range:	NJC02-06
Hours of work:	Part time (30 hours per week/4 days per week) Term time + one additional week
Reporting to:	Lead Technician

Purpose of Role

To provide technical support to faculties within the Academy, contributing to the students learning experience by assisting with the preparation of materials and apparatus.

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Main Duties and Responsibilities

Specific responsibilities include:

- Operating an efficient booking procedure for storing, distributing and using equipment and any requests for physical and technical support across the curriculum area
- Ensuring the development of resources and equipment to meet curriculum needs across each subject area
- Preparing materials, stock and consumables for teacher or class use including the setting up and testing of demonstrations to ensure their functionality and safety and the setting out of resources for classroom use
- Assisting with the maintenance of a stock inventory for equipment and consumable items including advising the Team leader and/or Curriculum Leader on the purchase of equipment and consumable items
- Supporting staff and students in class where appropriate
- Assisting with the planned maintenance of apparatus and equipment, implementing and carrying out repairs within the capabilities of the team
- Assisting with the repair of technical equipment and the receipt of all new resources
- Construction and / or modifications of equipment for classroom use
- Assisting with the academy risk assessment when it is reviewed on a yearly basis
- Supporting extracurricular activities i.e. stem club, primary, period 6, challenge days

- Assisting with the set up of after school events i.e. open evenings, pathway events
- Taking on any training requirements/courses necessary to fulfil the role of a technician
- Communicate new ideas and information within the team
- Assisting with regular safety checks of machinery and maintenance of safety records
- Assisting with regular inspection, maintenance and correct use of safety equipment including the cleaning of equipment, tools and apparatus
- Supporting other teachers and support staff within other curriculum areas as and when required

Including supporting / assisting at least 2 of the areas below:

➤ **Portable Appliance Testing (Training provided)**

- Simple safety checks (visual inspections of plugs, leads and general equipment condition)
- Carrying out PAT testing as and when required and updating asset register

➤ **First Aid (Training provided)**

- Ensuring adequate provision for the administration of first aid for both pupils and staff across the academy
- Maintenance of appropriate first aid boxes throughout the academy
- Maintaining a central resource for stock and ancillary equipment
- Maintaining eye wash stations
- Attending trips to provide first aid support as required

➤ **Audio Visual (Training provided)**

- Planned maintenance of audio visual equipment including cleaning and simple repair
- Carrying out photography and filming to provide digital evidence including editing if required
- Evening support may be required occasionally

➤ **Mini Bus (Training provided)**

- Maintaining an efficient booking system suitable for staff use
- Driving the school buses as and when required
- Ensure service and maintenance of school minibuses is carried out and records are up to date i.e routine items such as oil, water, lights etc, and safety checks i.e seat belts and cleaning

➤ **Displays**

- Maintaining display boards in corridors and classrooms including stripping and re-backing boards
- Advertising school events i.e plays, evening events etc and using design skills to provide new interesting displays including laminating work for displays and classroom use

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.

- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name

Signature

Date

Person Specification

	Essential	Desirable
Qualifications and experience		
Good standard of education especially with regard to literacy and numeracy skills.	*	
GCSE Maths and English grade C or equivalent	*	
Full clean driving license		*
Background knowledge of science of at least 1 of the disciplines	*	
Current First Aid qualification or willingness to undertake First Aid Training		*
Previous experience of working in a school/academic environment		*
Knowledge and skills		
Ability to work calmly under pressure	*	
Ability to communicate clearly orally and in writing	*	
Ability to work collaboratively with others	*	
Ability to work within school based systems and specified timelines	*	
Excellent organisational and administrative skills	*	
Accuracy and attention to detail	*	
Ability to use Microsoft Office applications (minimum Word, Excel Powerpoint)	*	
Ability to relate to young people in a firm but fair manner	*	
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	*	
Energy and enthusiasm, friendly and positive attitude	*	
A diplomatic and patient approach	*	
Initiative and ability to prioritise own work and that of others to meet deadlines	*	
Efficient and meticulous in organisation	*	
Able to follow direction and work in collaboration with the Lead Technician	*	
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	*	
A commitment to on-going personal development and willingness to undertake appropriate training	*	
Good record of attendance and punctuality	*	
Ability to evaluate own development needs and those of others and to address them	*	
Commitment to support for the school including support for out of hours school activities e.g. STEM club, Transition / open evenings	*	
Commitment to the highest standards of child protection and safeguarding	*	
Recognition of the importance of personal responsibility for health and safety	*	
Not barred from working with children	*	
Commitment to the Trust's ethos, aims and whole community.	*	