



JOB DESCRIPTION

Science and Design Technology (DT) Technician

REPORTS TO:	Head of School and Heads of Faculty
PAYSCALE:	Band 2 Point 3 (range 3-6) - £21,833 per annum (actual salary) incl Outer Fringe
LOCATION	STEM Academy, Velizy Avenue, Harlow
TERMS:	37 hours per week, 39 weeks per year (including INSET days)
CONTRACT:	Fixed Term (until 31 st August 2026) with a view to extend, Part Time

PURPOSE OF THE JOB

- To provide full technician support to teaching staff, particularly in the preparation, organisation and cleaning/clearing of lesson materials and maintenance of equipment within DT

Liaison with:

- The post-holder is expected to liaise with Academy staff, Trust staff, suppliers and other service providers

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

Specific Responsibilities

- To ensure the efficient preparation and organisation of lesson materials as required.
- To support teaching staff and students during lessons where required.
- To maintain and repair tools, equipment and machinery as required.
- To conduct annual audit of stock.
- To work alongside students in preparing materials for examination coursework under the direction of teaching staff.
- To prepare resources for theory lessons (eg photocopying, laminating) as and when required .
- To ensure the application of Health & Safety procedures and to raise awareness of Health and Safety issues in relation to the workshops.
- To undertake appropriate stock control for the department in liaison with the Heads of Faculty, including placing orders with the finance team.
- To undertake administrative and clerical tasks relating to the subject area.
- To manage storage of students' work in the department.
- To provide Curriculum support
- To undertake any training commensurate with the post
- To comply with individual responsibilities in accordance with the role for Health & Safety in the workplace, and raise awareness among staff, students and other use
- Maintain apparatus and equipment, including construction and/or modification, and operate and maintain stock control of all goods to include perishables, chemicals, live animals and plants.
- Keep accurate legal records as regards alcohol, poisons, etc.
- Provide equipment and materials to support practical teaching and remove it safely afterwards.
- Contribute to the testing of new experiments, equipment and machinery.
- Clean and sterilise apparatus as necessary.
- Look after animals, plants and any ongoing experiments during term and holiday periods.
- Under instruction and guidance from the Heads of Faculty:
- purchase inexpensive items from the petty cash fund when required for lessons.
- keep an up-to-date inventory of apparatus, equipment and chemicals.
- To be flexible and assist with other duties as and when required. Any other duties as directed by the Head of School
- Keep accurate legal records as regards equipment and stock, etc.
- Provide equipment and materials to support practical teaching and remove it safely afterwards.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

Support and Deliver Learning

- Comply with all school policies - particularly those on child protection, Health and Safety, confidentiality and data protection.
- Assist pupils with practical experiments when required.

- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
- Contribute to the oversight of Health and Safety within the preparation/storerooms.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.

Additional duties

Other specific duties:

- To continue personal development as agreed.
- To assist with the carrying out of risk assessments as appropriate
- To ensure that Health and Safety policies and procedures are followed
- To actively engage in the performance review process.
- To undertake any other duty as specified by the Executive Head or Head of School not mentioned in the above
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of the responsibilities of all staff to protect personal data under the GDPR, work in accordance with the school's data protection policy and to ensure that any suspected data loss or theft is reported immediately, as directed

General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification – Science and Design Technology Technician

		Essential	Desirable
Qualifications and documentation	1. Enhanced DBS and validated references 2. Eligibility to work in the UK 3. Science GCSE or equivalent or previous experience of working in a science environment. 4. ICT GCSE or equivalent or ICT skills 5. First Aid Qualification 6. Full Driving licence – ability to be mobile	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓
Experience	1. Successful recent experience working with children in a school environment 2. Working as a technician. 3. Working in a team. 4. Working following Safety Regulations.	✓ ✓ ✓	✓ ✓
Knowledge Skills / Competencies	1. Quick to learn new information and systems. 2. Excellent organisational skills. 3. Able to deal competently with a range of requests from teachers and pupils. 4. Effective communication skills both oral and written 5. Demonstrate tact and sensitivity in contentious situations 6. To be welcoming and calm 10. Maintenance of confidentiality 11. Understanding of child protection and safeguarding policies and procedures 12. Knowledge of relevant codes of practice and school policies	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
Personal Qualities	Characterised as: Work effectively as part of a team. Work calmly under pressure. Subject to interruption and conflicting demands. Effective time management. To be flexible. Follow instructions accurately. Ability to prioritise work effectively. Meeting deadlines imposed internally. Use own initiative and work independently. Accuracy and attention to detail. Resolve routine issues independently within general procedural framework but refer complex or serious problems to Head of Faculty/Head of School Communicate effectively with adults and children, verbally and in writing. Have high expectations of self. Committed to personal and professional development. Awareness of, and commitment to, equalities issues.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	