



Reports To: Technician Leader

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| Why | Job Summary <ul style="list-style-type: none"> To support the practical work for teaching in the academy, including assistance to teachers and pupils where appropriate. | |
| What | Main Responsibilities <ul style="list-style-type: none"> Preparing equipment and materials, including handouts, required for demonstrations and for practical work to support lessons. Setting up and testing demonstration experiments and ensuring that they will work satisfactorily. Assisting pupils and teaching staff with classroom practicals and demonstrations. Cleaning of apparatus (e.g. glassware) used by teaching staff, and by pupils if it is difficult or dangerous. Maintaining apparatus and equipment in good working order, advising any improvements which can be made in this respect and reporting equipment for repair if outside the capabilities of the Technician. Construction / preparation / modification of simple teaching aids. Inspection, maintenance and correct use of safety equipment. Operating an efficient system for stocking, storing, transporting and distributing all items used within the Academy. Operating documentation systems (cataloguing, filing, worksheets, etc). Making petty cash purchases. Maintaining a good stock of necessary materials and operating and administering stock control and ordering procedures, preparation of requisitions (orders), obtaining quotations, checking deliveries and co-ordinating common stock between sections. Familiarising him/herself with all relevant Health and Safety procedures and legislation. Developing working practices, in line with Academy policy and practice, to safeguard the Health and Safety of all staff and pupils in authorised Academy activities, both on the Academy premises and elsewhere, including the maintenance of legal chemical records (COSHHE). Participating in the Academy performance and review programme including job related training. Any other duties deem to be appropriate to the role. Participation in arrangements for further job specific training and development for technicians. Any other duties deemed to be appropriate to the role. | |
| How | Competencies | Personal Attributes (level expected when job is conducted to the required standard) |
| | Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i> | Demonstrates the Trust's ethos and adopts high standards of behaviour in their role |
| | | Know how to recognise potential child abuse or neglect and follow safeguarding procedures |
| | | Motivates others to take responsibility for their own Health & Safety |
| | | Participate effectively as a member of a team, fostering positive relationships |
| | | Where appropriate, utilise support staff effectively |
| | | Efficient and methodical, monitors and attends to detail; checks for errors |
| | Development <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i> | Undertake appropriate professional development to secure progress in your career |
| | | Developing practice ensures effective professional contribution across the department/academy |
| | Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i> | Consults at the start and as appropriate throughout the activity and within the team |
| | | Willing to accept responsibility for own activities and those of the team |
| | Task Management <i>Establishing appropriate courses of action for oneself and others to</i> | Involved in setting tasks |
| | | Makes short term (daily, weekly) considered plans |
| | | Conscientious in adhering to deadlines and perseveres to achieve project tasks |

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| | accomplish. | | |
| | Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i> | Briefs immediate colleagues well, transferring knowledge as appropriate. Giving other opportunity to ask questions and check understanding | |
| | Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i> | Presents information in a structured and logical way and uses a variety of communication techniques. Taking account of the needs of the audience | |
| | | Reasons logically and focuses upon solving the problem. building upon previous experience | |
| | | Initiates joint decision making within own team | |
| | | Knows how to report, record and pass on information | |
| | | Deals with 'task' problems within own team | |
| Context | Interfaces | Internal/External | Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust. |
| | | Financial impact/budget | Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives. |
| | | English Language Fluency | An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English. |
| | Scope | People (directly/indirectly manage) | Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner. |
| | Education, Qualifications and Experience (EQE) | Essential: Educated to at least GCSE level in English, Science and Mathematics Knowledge of Health & Safety legislation as it relates to the work of a school Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools Background in an subject environment Desirable: Other qualifications relevant to role | |
| | Safeguarding | All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations. | |
| | Data protection | All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations. | |

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.