**Main Purpose of Role:**

Under the overall direction of the Head of Faculty, assist teaching staff in providing safe areas for students and teaching staff. The technician will provide technical support in lessons, by the preparation of equipment and materials for lessons. The technician will undertake a supportive health and safety role in lessons and will support pupils during practical and theory lessons. They will also be involved in hygiene management and cleaning of equipment, floors and surfaces as required. The technician role forms a central part of the work of the department and he/she will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

**Main Duties and Responsibilities:**

• To set up resources, materials and equipment for lessons, modifying equipment as directed.

• Tidy up and classrooms or other relevant work areas.

• To assist with exhibitions, displays and demonstrations as required.

• Undertake first aid duties. First aid at work may be a requirement or paediatric first aid

• Clean and undertake day to day maintenance of equipment as needed and directed to ensure it is clean and in good working order.

• Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use.

• Safely and securely store allocated equipment and materials to prevent unauthorised access or misuse.

• Perform duties in line with health and safety regulations and take action when hazards are identified, including reporting any serious hazards to the line manager.

• Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.

• May demonstrate own duties to new or less experienced staff.

• Exchanges information with staff and suppliers.

• Undertake record keeping as directed such as inventory of equipment.

• Interpret information or situations to solve straight forward problems and make minor decisions

• Knowledge of appropriate use of specialist equipment and materials.

• Knowledge and experience of policies and procedures relevant to health and safety and child protection.

Additional Responsibilities This job description is not necessarily a comprehensive definition of the post. The post-holder is expected to carry out any other tasks that the Principal, line manager or senior staff may from time to time reasonably require. The nominal hours attached to this post are 30 hours per week. It is a requirement of this post that personal holidays are arranged to coincide with academy holidays. This job description allocates duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

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|  | **Level 1** |
| **Teaching and Learning** | Prepare resources, materials and equipment for lessons as directed.  Assist in delivering practical learning activities for pupils.  Tidy up and clean workshops/classrooms or other relevant work areas.  Undertake first aid duties and social time duties. |
| **Equipment maintenance** | Clean and undertake basic day to day maintenance of equipment as needed and directed to ensure it is clean and in good working order. |
| **Resources** | Will maintain sufficient supplies of materials to enable delivery of lessons and liaison with members of staff and the finance department to ensure stocks for lessons are available.  Safely and securely store allocated equipment and materials to prevent unauthorised access or misuse. |
| **Systems, policies and procedures** | Perform duties in line with health and safety regulations and take action when hazards are identified, including reporting any serious hazards to the line manager.  Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards. |
| **Team involvement** | May demonstrate own duties to new or less experienced staff. |
| **Building professional relationships** | Communicates with pupils to support learning.  Exchanges information with staff and suppliers. |
| **Record keeping and information management** | Undertake basic record keeping as directed. |
| **Problem solving and decision making** | Identify straight forward solutions to simple problems and minimal personal initiative required. |
| **Knowledge, skills and experience** | Practical knowledge required for setting up equipment related to area of work.  Knowledge and compliance with policies and procedures relevant to health and safety and child protection.  First aid at work may be a requirement or paediatric first aid. |
| **Physical demands and working conditions** | Regularly lifts and moves, pushes and pulls resources, materials and equipment which may be awkward or heavy.  May be regularly exposed to dust. |