

**Maiden Erlegh Trust**

**Job Description**

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| **Role** | Technician | **School/Department** | | Please refer to advert |
| **Grade** | Grade 4, SCP 7-11 | **Reports to** | | Head of Department |
| **Job Evaluation Code** | MET024 | **Hours of work** | | Please refer to advert |
| **Purpose** | To assist in the preparation of materials and equipment for lessons to ensure smooth, safe and efficient operation.  To work with teaching staff to safely deliver practical elements of lessons, ensuring compliance with Health & Safety at all times. In conjunction with the curriculum leader, ensuring that the departmental resources are appropriately maintained and looked after. To provide technical guidance to students and staff as required. | | | |
| **Scope** | **Staff responsibilities:**  None | | **Financial accountability:**  N/A | |
| **Relationships** | The postholder will garner positive relationships with a range of stakeholders. These will include, but are not limited to, school leaders and colleagues in other Trust schools, school staff, students, parents/carers and external agencies as required. | | | |
| **Supporting Maiden Erlegh Trust** | The postholder may occasionally be required to support other schools in the Trust. | | | |
| **Main duties and respnsibilities** | 1. Preparation of resources, including assembling and modifying apparatus. 2. Assisting in practical classes & carrying out demonstrations. 3. Ensuring that resources required for practical demonstrations are delivered to the classroom as required. 4. Obtaining materials by local purchase. 5. Giving technical advice to teachers, technicians and students. 6. Carrying out risk assessments for technician activities. 7. Keeping up-to-date with Health & Safety requirements and with developments and giving Health & Safety advice to technical staff, teachers and students. 8. Disposal of waste materials (where applicable). 9. Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks, etc. 10. Organising, storing and checking the condition of chemicals and equipment, including checking and returning equipment to stores. 11. Attending department meetings. 12. Setting up and caring for plant and animal collections (where applicable). 13. Preparing standard solutions, purifying chemicals, treating waste (where applicable). 14. General cleaning and repair of equipment.   Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder. | | | |
| **Other requirements and responsibilities** | Enhanced DBS clearance required. | | | |

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

*Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential.  All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post holder

**Maiden Erlegh Trust**

**Person Specification**

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| **Role** | Technician | **School/Department** | Please refer to advert |
| **Qualifications, training and education** | * NVQ Level 2 or equivalent in a Science/technology or Art subject; * First aid training (desirable but not essential). | | |
| **Experience** | * Knowledge of Health and Safety including Control of Substances Hazardous to Health (COSHH) Regulations. | | |
| **Skills and abilities** | * A sense of responsibility; * Ability to take initiative and work independently; * Ability to work within a team working environment; * Excellent communication and interpersonal skills; * Ability to prioritise tasks; * Confidentiality at all times; * A pro-active and flexible approach to work; * Decision making skills; * A willingness to learn and develop personal skills. | | |
| **Requirements specific to the role** | All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.  To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.  This post may require the handling of some hazardous or dangerous chemicals under the COSHH regulations | | |