

Senior technician Local Duties

Job purpose – To work with the Design technology and Science teachers to ensure that the departments run efficiently at all times, supporting in class and working the Learning support assistant team (LSAs) for the betterment of the centre.

1. To co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the DT and science curriculums, including liaising with teaching staff and support staff outside the department.
 - Preparation of resources, assembling apparatus.
 - Obtaining materials by local purchase.
 - Giving technical advice to teachers and students.
 - Carrying out risk assessments for technician activities and experiments.
2. To Assisting in practical classes & carrying out demonstrations. Providing overall LSA support in lessons and day to day support of DT and Science teachers. This may include:
 - One to one work with pupils
 - Intervention support
 - Working as part of a wider LSA team
 - Supporting in other subjects if required
 - General data recording of interventions
3. Implementation and dissemination of all appropriate H & S legislation and guidance with respect to DT and science education, including C.O.S.H.H.
4. To ensure the maintenance of a healthy & safe working environment through:
 - Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources;
 - Keeping up to date with current procedures and practices through continuing professional development;
 - The provision of technical advice and support on health & safety issues to teaching and trainee technical staff;
 - The safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards;
 - The healthy & safe storage and accessibility of equipment and materials.
5. To ensure the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing,

costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date stock records.

- Checking stock, ordering.
- Keeping stock records.
- Maintaining resources.
- To place orders as necessary.

6. To ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard. These tasks apply to both the DT room, preparation rooms and the laboratory.

- Collecting, checking and returning equipment to stores.
- General DT room and laboratory cleaning of bench surfaces and fixed equipment.
- Cleaning and repair of equipment.
- Maintaining a computerised inventory of equipment, apparatus and chemicals.

7. Where possible, to carry out minor repairs to equipment, or to arrange for repairs where necessary. Ensuring teaching areas are in good order with stocked equipment stations, viable sinks and a generally safe environment.

8. To carry out administrative duties for the DT and Science department including photocopying and collating of papers for lessons and homework.

9. To contribute to the DT and Science Department's preparation and presentation at Open Evening events.

10. To report health and safety concerns and potential hazards in a timely manner.

Additional responsibilities

1. To attend training relevant to the post held as the need or opportunity arises.
2. To make use of available administrative and technical support to ensure an effective use of available time
3. To provide feedback to the relevant line manager where necessary and as requested.
4. To carry out all duties in a safe manner and in line with current school policies and procedures.
5. To perform, in accordance with any directions, duties which may reasonably be given to you by the Headteacher from time to time.