



The Royal Liberty School

"Where boys are ambitious, where boys succeed"

Job Profile

Job Title: Technician (Science & Art)
School: The Royal Liberty
Reports To: Senior Technician
Grade: Scale 3
Staff Managed (if any): N/A

Job Purpose and Context

The role of the technician is to support safe and secure learning and teaching using technical skills, knowledge and expertise and specific health and safety know-how.

Roles and Responsibilities

1. To prepare, test, trial, organise and deploy:
 - Materials and resources
 - Tools, equipment, plant and apparatus
 - Experiments and demonstrationsto support learning and teaching
2. To work with pupils individually or in small groups to support, help and/or supervise their work. To respond to queries and supply information and advice. (These responsibilities to be carried out under the supervision of the teacher).
3. To assist teachers, other technicians or other school staff with technical aspects (specified in paragraph 1. above) which support learning and teaching
4. To prepare relevant teaching and learning facilities and to ensure that such facilities and safe and secure for use by students and teachers. to prepare resources for Primary School Outreach Work, ensuring resource boxes are recorded and kept up-to-date.
5. To carry out an agreed programme of scheduled routine maintenance to tools, equipment, systems and procedures and carry out ad hoc minor repairs
6. To carry out the regular audit and maintain an up-to-date inventory using the agreed recording procedures of the school
7. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment
8. To carry out an agreed scheduled and recorded programme of safety checks on resources, equipment and materials – reporting issues to the line manager where relevant.
9. To implement and develop common awareness of best practice health and safety procedures amongst pupils and staff in the facilities used for learning and teaching
10. To administer first aid in the relevant department/faculty (after relevant training) and to administer a range of emergency procedures in the event of emergency, accident or other unforeseen circumstances

11. To clean up specialist tools, equipment, materials and resources and to make sure that teaching and learning facilities are clean and safe for use. To dispose of waste safely.
Note: technicians do not substitute for school cleaners. However, non-specialist cleaners cannot be expected to safely clean up (potentially) dangerous materials and equipment.
12. To implement agreed safety and security procedures covering:
 - Materials and resources
 - Plant and equipment
 - Access to facilities
13. To be responsible for the storage and security of resources, tools, materials and consumables, their ordering and purchase in accordance with the financial procedures of the school and for ensuring that adequate supplies are maintained
14. To be responsible for receipt and delivery of resources, tools materials, equipment and consumables and for their safe movement around the facilities of the school
15. To use and develop ICT skills to support the administrative requirements of the post
16. To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
17. To complete school based induction and any subsequent training required to improve performance.
18. To take an active role in the School Performance Management system to review own progress and set targets for future development.
19. To be willing to drive the school minibus (after relevant training) to Science Roadshows and educational visits.

Notes:

1. The Royal Liberty School has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work and to undertake any appropriate training
2. The post holder is expected to undertake any appropriate training, including recognised professional qualifications, considered necessary to fulfill the role
3. The post holder is expected to demonstrate a flexible approach in the delivery of work. Consequently the post holder may be required to perform work not specifically identified in the job description, but which is in line with the general level of responsibility of the post.

Signed

Date

Signed

Date

Head Teacher

Royal Liberty School is committed to safeguarding and promoting the welfare of children and young people. All adults who work at the school must share this commitment to young people.

The Royal Liberty School

Science Technician Benchmark Person Specification

Skills and Abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	<input type="checkbox"/>		Application & interview
Ability to work independently and support the work of the team	<input type="checkbox"/>		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	<input type="checkbox"/>		Application & interview
Ability to communicate and interact effectively with adults and children and young people	<input type="checkbox"/>		Application & interview
Awareness of sensitive information and the need for confidentiality	<input type="checkbox"/>		Interview
Knowledge			
An understanding of specific technical health, safety and security issues in schools	<input type="checkbox"/>		Interview
Specific curriculum relevant knowledge (<i>to be specified relevant to the post</i>)		<input type="checkbox"/>	Application & interview
Know how to carry out basic health and safety checks, tests and routine maintenance	<input type="checkbox"/>		Application & interview
Know how to carry out and implement the practical tasks associated with security of materials and resources	<input type="checkbox"/>		Application & interview
An awareness of the application of ICT to the school and national curriculum	<input type="checkbox"/>		Application & interview
Qualifications and Experience			
Certification to competence in word processing and data base operations		<input type="checkbox"/>	Application
GCSE at level A – C in English and mathematics or equivalent	<input type="checkbox"/>		Application
Six months experience, on a voluntary or paid basis or as an intern, in a technical support or technician function		<input type="checkbox"/>	Application & interview
Willingness and motivation to develop own skills and work towards NVQ Level 2 Laboratory and Associated Technical Activities	<input type="checkbox"/>		Application & interview
Willingness to obtain the necessary Handling Chemicals qualification	<input type="checkbox"/>		Application & interview