

St John's School

Job Specification for Science and Design & Technology Technician (April 2022)

Purpose of the role:

To support teachers by the preparation of equipment for lessons, clearing away materials used and maintaining appropriate stock.

Please note training in the safe handling and use of chemicals, as well as machine safety qualifications will be given.

Relationships:

The post holder's line manager will be the Head of Science who will conduct an annual review; the Head of D&T's views on performance will be sought prior to the review.

Specific Responsibilities:

- to carry out the duties below and additional duties and responsibilities if so directed by the Heads or Head's representative within the confines of the Merchant Taylor's Educational Trust
- To support the aims and objectives of the Merchant Taylor's Trust
- To comply with the St John's School Health and Safety Policy
- To assist the Head of Depts. in managing the budget to maintain an accurate running total of expenditure

Science

- To set out all equipment and chemicals for a practical lesson as ordered by teachers, place in appropriate lab on bench tops or trolley if the lab is occupied prior to a practical
- To store chemicals in a safe manner, following departmental safety policy
- To be aware of and implement safety policy in the prep. Room and laboratories. Involving weekly safety checks.
- To organise and store all equipment including books in a manner that keeps work surface clear and makes for easy retrieval of items
- Use and maintain lablogger as a virtual laboratory management system.
- Be available to assist in setting up and dismantling of equipment if requested, to enable rapid change over of class
- To maintain and, as far as possible, repair equipment
- To maintain, clean and care for living organisms in the department
- To advise the Head of Dept. on the maintenance of resources by regular stock taking and to order depleted items of consumable goods
- Support the HOD in managing the Science Budget. Filling and ordering of equipment and consumables.
- To organise the numbering and stamping of new text books and covering them with a protective jacket before issue
- To maintain an efficient filing system for pupil's folders and to file work samples when required by the Head of Dept.
- To organise and maintain an efficient online filing system for all past papers, Common Entrance, Scholarship and Entrance exams

- To maintain a stock of exercise books, plain, lined and graph paper, glue, sellotape, board markers and other stationery items constantly in use
- To photocopy exam papers as requested by the Head of Dept.
- To ensure the gas taps and water taps are switched off and prep room doors are locked on departure and that equipment is left safe.
- Maintain the school allotment and hold a weekly Gardening Club.

Design and Technology

- To maintain a stock of materials in constant use.
- To be aware of and implement the department safety policy in the D&T room as well as maintaining that machine safety training is kept up to date.
- To ensure that regular, appropriate checks of machinery and equipment are carried out by an external body from the school
- To maintain and, as far as possible, repair equipment and carry out regular in house checks to ensure that equipment is safe.
- To cut wood and plastic, and keep stock level in preparation for lessons
- To support class teacher, if requested, by helping students in lessons
- To assist in the development of new projects
- To construct sample models from time to time to assist with the teaching of lessons
- To organise and store all equipment and materials in a manner that keeps work surfaces clear and makes for the easy retrieval of items
- To help to keep the workshop and surrounding areas in an organised and tidy state
- To help store children's work in an organised manner
- To assist with display work and exhibitions under instruction from the Head of D&T.
- To support with D&T open days, competitions and trips by preparing equipment and materials, and help with booking where needed

Qualifications and Skills Required

Essential:

Evidence of being able to work effectively in a team

Good record of punctuality and attendance

Interest in working with and supporting children in their learning

Scientific and Technical Background

Ability to work to a deadline

IT literate

Able to use own initiative to prioritise schedule and develop ideas.

Desirable:

Experience working in a laboratory workshop environment.