



## Job Description

*Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.*

**Post Title:** Technician

**Reporting to:** Head of Department / Faculty

### Purpose

- To provide a well-equipped and maintained practical area and the apparatus required to enable the class teacher to conduct the lesson.
- Provide practical support to staff and students in the preparation of materials and resources.

### Accountability

- Prepare and set up equipment and materials required for demonstrations and class practical work.
- Maintaining equipment and materials as necessary
- Supporting students in lesson as appropriate.
- Assist students in the correct usage of equipment and software products within the department or faculty.
- To support the department or faculty in respect of examination requirements.
- Assist with the displaying of work in the department, around the school and for examination exhibitions.
- Test stock and equipment used for teaching and learning, ensuring basic safety checks are carried out, and Health and Safety requirements are adhered to.
- Order equipment and materials and undertake stock control and inventory checks ensuring appropriate records are kept.
- Undertake constructional work including the making of ancillary equipment for teaching aids.

- Demonstrate experiments/operation of equipment to members of staff where this requires the application of acquired skills.
- Clean away, washing and cleaning apparatus/equipment used for demonstration purposes, as appropriate
- Clean and ensure the maintenance of bench tops, fittings and, where necessary, other equipment within the area of responsibility.

**The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.**

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed..... Date.....  
Employee

**Technician  
Person Specification**

	<b>Essential</b>	<b>Desirable</b>
Hold GCSE's at "C" grade or above in the relevant subject areas.		*
Previous experience either in a technician post or similar field.	*	
Ability to organise own time to ensure that resources are available and operating when required.	*	
Knowledge of software products e.g. PhotoShop	*	
Ability to carry out first line maintenance of apparatus and equipment.	*	
Ability to work to tight deadlines.	*	
Ability to work effectively as part of a team.	*	
Good interpersonal skills.	*	
Ability to work on own initiative with little supervision.	*	