



Maiden Erlegh Trust
Job Description

Role	Design and Technology Technician	School/Department	Maiden Erlegh School in Reading
Grade	Grade 4, spinal points 7 to 11	Reports to	Head of Department
Job Evaluation Code	MER024	Date of evaluation	April 2022

Purpose	To assist in the preparation of materials and equipment for lessons to ensure smooth, safe, and efficient operation.
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Scope	Main contacts: pupils, teachers, support staff	Staff responsibilities: None	Financial accountability: None
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Key accountabilities	To work with teaching staff to safely deliver practical elements of lessons, always ensuring compliance with Health & Safety. 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.
Main duties and responsibilities	<ol style="list-style-type: none">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 pupils/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.13. Preparing standard solutions, purifying chemicals, treating waste.14. General cleaning and repair of equipment.15. 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.
Structure chart	<div><div>Head of Department</div><div>↓</div><div>Technician</div></div>



**Maiden Erlegh Trust
Person Specification**

Role	D&T Technician	School/Department	Maiden Erlegh School in Reading
Grade	Grade 4	Job Evaluation Code	MER024

Qualifications, training and education	<ul style="list-style-type: none">• NVQ Level 2 or equivalent in a Science/technology or Art subject.• First aid training (desirable but not essential).
Experience	<ul style="list-style-type: none">• Knowledge of Health and Safety including Control of Substances Hazardous to Health (COSHH) Regulations.
Skills and abilities	<ul style="list-style-type: none">• 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	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required</p> <p>This post requires the handling of some hazardous or dangerous chemicals under the COSHH regulations</p>

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