



## Technician (including Climbing Wall Supervision) Job Description

<b>Responsible to:</b>	Lead Technician (line manager for technician duties) People and Finance Manager (for climbing wall project)
<b>Hours of Employment:</b>	37 hrs per week comprising usually: <ul style="list-style-type: none"><li>• 8.30-4.30 on <b>three weekdays during term time;</b></li><li>• 8.30-4.30 on <b>two weekend days;</b><ul style="list-style-type: none"><li>○ This pattern may vary during school holidays, depending on which days the climbing wall operates in order to maximise use.</li></ul></li></ul> A typical 8-hour day includes the equivalent of 20-minute paid coffee break, and 30-minute unpaid lunch break.
<b>Contract</b>	Year-round, with <b>7 weeks annual leave</b> taken in school holidays
<b>Salary:</b>	£26333
<b>Role:</b>	To provide high-quality technical support across departments, particularly Sciences (as well as Technology, Art, Music and PE when needed), ensuring safe, effective and innovative practical learning. In addition, this role will involve working with other technicians to <b>jointly lead the development, management and delivery of the school's climbing wall</b> as an income-generating facility. This includes branding, marketing, staffing, health and safety oversight, operational delivery and ensuring excellent experiences for students, visiting primary groups, and community users.

### Key Responsibilities:

- Support lesson preparation and delivery:
  - Prepare and set out apparatus, materials and resources for science and other areas of the school as required;
  - Assist teachers and students during practical work when necessary;
  - Maintain and develop strong working knowledge of specialist equipment and digital tools;
  - Support the wider technician team in delivering high-quality practical learning experiences.
- Oversee laboratory/learning-space safety and maintenance:
  - Ensure laboratories and preparation rooms are clean, orderly and safe at all times;
  - Maintain gas, electrical and water systems in teaching spaces, reporting defects promptly to the Premises Team;
  - Ensure end-of-day shutdown procedures are completed reliably;
  - Manage the safe storage, maintenance and accurate record-keeping of all equipment and chemicals in line with CLEAPSS, COSHH, HASAWA and school policies;
  - Conduct monthly and annual radiation source checks in accordance with regulations.
- Maintain equipment:
  - Ensure equipment is maintained, serviced, stored appropriately and kept up-to-date;
  - Maintain and repair equipment and support the design or manufacture of new resources when needed;
  - Assist with the setup and support of individual student investigations and examinations;
  - Contribute to departmental innovation by researching and trialling new technologies, data-logging systems and teaching tools.

- Ensure compliance with health and safety requirements:
  - Keep up-to-date with school procedures and relevant guidance from local government, HASAWA, CLEAPSS and COSHH;
  - Ensure appropriate personal protective equipment (PPE) is available for staff and students when required;
  - Compile and review risk assessments in line with relevant legislation and school policies;
  - Store, maintain and dispose of all resources in accordance with statutory and school requirements.
- Support department administration and budget tasks:
  - Complete orders, track departmental expenditure, and maintain accurate records of inventories, deliveries and invoices;
  - Organise and maintain filing systems, past-paper archives and secure storage of examination materials.

## Climbing Wall: Joint Project Management and Operation

- Strategic development:
  - Co-lead the development of the climbing wall as a viable income-generating asset for the school;
  - Working with relevant staff, develop and maintain the facility's brand identity, marketing strategy and digital presence;
  - Build and sustain partnerships with local schools, community groups and commercial organisations.
- Health, safety and risk management:
  - Ensure health and safety compliance for all climbing wall operations, ensuring risk assessments, operating procedures and training systems are robust and up to date;
  - Ensure all equipment is properly inspected, maintained, stored and logged in accordance with industry standards;
  - Oversee safeguarding arrangements for both student and community users.
- Operational management:
  - Plan, staff and run climbing sessions during:
    - **school days** (curriculum use, enrichment, clubs and primary outreach);
    - **evenings, weekends and school holidays** (community and commercial bookings).
  - Complete all necessary training to operate and maintain the wall
  - Supervise other instructors, student leaders, and volunteers as appropriate;
  - Organise the climbing wall environment to a consistently high standard: tidy, safe, welcoming and fully resourced;
  - Develop new initiatives and programmes to encourage repeat use and sustained engagement.

## Cover Supervision

Support staff may occasionally be required to supervise lessons in the event of teacher absence. This includes:

- Registering student attendance;
- Managing resources and instructions for work set by the teacher;
- Supervising students' completion of work and managing behaviour in line with school policies.

## Wider School Responsibilities:

- Contribute to lunchtime activities and clubs;
- Participate in a weekly lunchtime duty rota for support staff (e.g. patrol duties or supporting services in the food hall);
- Learn how to use the school observatory and encourage staff and student use, liaising with the Torbay Astronomical Society as appropriate;
- Undertake any other reasonable tasks required by senior staff to support the effective day-to-day operation of the school.

## Person Specification

Assessed through original certificates, application form, interview and references.

Qualifications and training	Essential	Desirable
Level 2 (GCSE Equivalent) English and Maths	✓	
Science-related qualifications including the minimum of at least GCSE Science (and preferably A Level but not essential)	✓	
First Aid		✓
<b>Experience (or willingness to learn)</b>		
Working in a science-related, practical or sporting area		✓
Understanding of the education sector		✓
Knowledge of relevant policies, codes of practice and an awareness of relevant legislation		✓
<b>Basic skills, characteristics and competences</b>		
Awareness of and commitment to the safeguarding and welfare of children	✓	
Ability and willingness to communicate on a day-to-day basis with staff and students	✓	
Strong IT skills	✓	
Ability to manage multiple tasks, and prioritise workload to deadlines	✓	
A willingness to get involved in the various experiences of school life	✓	
The skill and/or an interest in learning how to use the school's specialist facilities, such as climbing wall and school observatory, and engage students in their use	✓	
<b>Personal qualities</b>		
Efficient and hard working	✓	
Excellent organisation skills and attention to detail and accuracy	✓	
Good team player	✓	
Flexibility, initiative and resilience	✓	
Willingness to learn and develop new skills	✓	
Pragmatic and a problem-solver	✓	
Ability to seek and act on advice	✓	
High expectations of self and others	✓	