



# ARTHUR MELLOWS VILLAGE COLLEGE



## JOB DESCRIPTION

*This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

**NAME:**

**JOB TITLE:           TECHNICIAN**

**RESPONSIBLE TO:   Senior Laboratory Technician**

**LINE                    NONE**  
**MANAGEMENT**  
**RESPONSIBILITY:**

**BUDGET:             NONE**

**OVERALL RESPONSIBILITY:**

To work as part of the support team in helping the school in attaining its aims and objectives by providing timely and effective assistance to all teaching staff in the Department in discharging their curricular responsibilities to students throughout the school, including candidates undertaking special projects as assigned.

### **SECTION 1 - DUTIES:**

#### **Main Objectives**

1. Provide timely and effective preparation of materials for lessons, through regular liaison with teaching staff.
2. To have some understanding of the different equipment used within the lesson.
3. Preparation of all apparatus for practical lessons throughout the school.
4. Checking and compiling stock lists for chemicals, apparatus and resources.

#### **Stock Control and Maintenance**

1. Clean and sterilise apparatus as necessary and to have a basic knowledge of the correct methods of cleaning and chemicals needed.
2. Under direction and instruction from the Senior Laboratory Technician:
  - Purchase inexpensive items from the petty cash fund when required for lessons
  - Keep an up to date inventory of apparatus, equipment and chemicals

#### **Support and Deliver Learning – Supporting Teachers**

1. Work effectively as part of the teacher support team and with teaching staff, in contributing to the quality of teaching and learning.
2. Support and complement the work of teachers by assisting in the:
  - Preparation of practical resources for the lessons such as apparatus, differentiated worksheets or visual aids.
  - Respond to individual needs by personalising resources for an individual or a small group.
3. Comply with all school policies – particularly those on Child Protection, Health and Safety, Confidentiality and Data Protection.

#### **Support and Deliver Learning – Supporting Pupils**

1. Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.

**Health and Safety**

1. Undergo basic First Aid training and update courses.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety and Welfare.

**Continuing Professional Development**

1. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Any other tasks, duties or services that may be reasonably requested.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Head of College or the incumbent of the post.

Compiled by:	
Approved by:	
Date:	