

JOB DESCRIPTION



Job Title	Science & Enterprise Faculty Technician
Report to	Head of Technology Faculty
Main purpose of job:	
To ensure the appropriate equipment and resources are available and maintained to a satisfactory standard to support student learning in a safe working environment. To assist the teaching staff with the delivery of the lessons.	
Main Responsibilities and Duties:	
<ul style="list-style-type: none"> • Preparation of resources for lessons to assist the teacher in delivery of the curriculum • Support teachers in the delivery of Food Technology, Textiles, Product Design, Science and Art classes by maintaining, preparing, demonstrating equipment and appropriate resources. Ensuring safe storage of materials. Ensuring all Health and Safety regulations are adhered to. • Assist pupils in class when using specialist equipment such as sewing machines, ovens etc. • Provide classroom support to teachers and supporting the development of new practical activities • Monitor resources through stock control, including storage of materials, checking deliveries and advising on stock levels. Order or purchase stock if appropriate. Maintains inventories of equipment and tools as appropriate. • Ensure a high level of Health & Safety within the classroom and assist with behaviour management • Maintain a safe and tidy working environment in the appropriate rooms • Carry out visual and other routine safety checks. • Clean and tidy rooms and equipment after use. • Carry out routine repairs to tools and equipment. • Required to work throughout the Technology, Science and Art departments. • In addition to the Technician role, have responsibility for and provide support to all teaching staff with display work around school. 	
Facts and Figures:	
<ul style="list-style-type: none"> • Routine work within defined procedures, no direct supervision of staff. 	
Supporting Processes	
Problem solving and creativity:	
<ul style="list-style-type: none"> • Closely controlled by Health and Safety legislation. • Uses initiative and expertise to offer students alternatives to achieve their design criteria by creative use of resources. 	
Decision making:	

- Within daily schedules prioritises own timetable.
- Deals with routine and minor maintenance and repair. Major repairs and regular servicing undertaken by external agencies.
- Needs to be able to act on own initiative in a quick pace environment, where Health and Safety is of the essence.

Physical effort and working conditions:

- Must be physically fit and able to meet the physical requirements of the position
- Working in a classroom environment, using a variety of equipment.
- Some lifting of boxes and equipment is required, training will be provided
- On feet for the majority of the time when doing practical work, regular low level working is required
- The work involves the cleaning of the rooms

Contacts and relationships:

- Regular contact with departmental staff, pupils and outside contractors.

Additional information:

This position is term time only plus INSET days. The working hours are 30 hours per week, Monday to Friday 8.35am to 3.20pm with a half an hour for lunch to be taken during 1.05pm to 1.50pm dependant on the workload for the day.

Knowledge, skills and experience:

- Previous practical experience of machinery involved, you must be creative, with excellent communication skills.
- Previous practical experience of a workshop environment preferable
- Knowledge of COSHH regulations
- Knowledge of food hygiene

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder _____ Date _____

Line Manager _____ Date _____

Designated Senior Manager _____ Date _____

Safeguarding is everyone's responsibility - Selwood Academy is committed to safeguarding and promoting the welfare of our children and we expect all members of staff, volunteers and visitors to share this commitment.