**GOSFORTH JUNIOR HIGH ACADEMY**

**JOB DESCRIPTION**

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| **SCHOOL:** | Gosforth Junior High Academy |
| **Post Title:** | Technician  |
| **Grade:** | N4 |

**Responsible to:** Technical Services Manager

**Job Purpose:** To provide technical support to the science and technology departments as required.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1 Teaching Aids and Resource Materials, to include:

(a) preparation and setting out of equipment, materials and other resources for practical lessons in an orderly and presentable manner, in accordance with Department/School risk assessments;

(b) preparation of specific resources from a number of components for practical use;

(c) checking items for class use in order to ensure that they are functional and sufficient in quantity;

(d) checking that the above items are returned for each class; (e) constructing simple equipment/apparatus;

(f) care and appropriate handling of resources.

2 Care, Maintenance and Repair of Equipment, to include:

(a) visual checking and routine cleaning/care of equipment; (b) returning equipment to storage as soon as practicable;

(c) undertaking safety checks (e.g. portable appliance electrical testing) and keeping of appropriate records;

(d) undertaking simple repairs;

(e) advising line manager if more substantial repair or maintenance has to be carried out.

3 Control, Storage and Disposal of Materials, to include:

(a) maintaining stock levels and advising line manager of items and quantities required;

(b) ensuring safe and secure storage of materials; (c) safe disposal of waste materials.

4 Care and Maintenance of Teaching Environment, to include:

(a) general tidying of equipment, materials and other resources within all teaching and preparatory rooms;

(b) keeping cupboards stocked, tidy and labelled.

5 Display and Demonstration Work, to include:

(a) setting up equipment/apparatus and materials for demonstrations as requested;

(b) checking that the above is functioning correctly.

6 Liaison with Teaching Staff, to include:

(a) advice to teachers on the safe and effective use of equipment/apparatus and materials;

(b) advice on the availability of equipment, materials and other resources; (c) notify line manager of any ways in which efficiency and safety could be

improved;

(d) to work as a member of a Technical Team with regard to the educational aims of the department and school.

7 To promote and implement the Council’s Equality Policy in all aspects of employment and service delivery.

8 Assist in maintaining a healthy, safe and secure environment and act in accordance with the School’s policies and procedures

9 The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

March 2023