



FAIRFAX
MULTI-ACADEMY TRUST



Subject Technician

**JOB DESCRIPTION
&
PERSON SPECIFICATION**

JOB DESCRIPTION

Subject Technician

JOB PURPOSE

The core purpose of the role is to provide technical support to the work of the teachers in the Subject Department. The technician role forms a central part of the work of the department; the post holder will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the pupils.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head of Academy than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

- Carrying out risk assessments for practical and technical activities.
- Preparing equipment, materials and solutions and setting up/checking equipment and equipment for use in practical classes. Setting up and, on occasions carrying out demonstrations. Retrieving and clearing away equipment.
- Running trails of experiments and demonstrations and advising teaching staff accordingly.
- Supporting practical lessons as requested to give technical help to pupils.
- Advising teaching staff about current health and safety standards and ensure that teaching staff are aware of the dangers of leaving equipment in an unsafe condition e.g. breakages, spillages etc.
- Disposal of waste materials in accordance with established guidelines.
- In the event of spillage, liaise with school caretakers to ensure that floors, walls, benches, equipment and fittings are properly cleaned.
- General maintenance (including cleaning) of apparatus and equipment and basic maintenance of general services and facilities.
- Reporting faults to all staff concerned including caretaking staff.
- Manage and maintain the prep rooms to ensure that equipment and resources are stored safely and securely.
- Responsible for annual stocktaking and monitoring of stock levels.
- Requisition of consumable or equipment as specifically authorised to maintain working stocks and maintenance of secure inventories, stock control and issue of equipment, materials, stationery and books, in accordance with specified procedures.
- Maintaining standards of safety and security in relation to the technician service to the subject Department, in accordance with School policy.
- Liaison with technicians in other schools on matters of common interest.
- Assist with the exhibition and display work for open evenings and other school events as appropriate.
- Electrical testing of equipment across the Academy.
- Supporting the overall work of the Department

GENERAL

- Promote and safeguard the welfare of students you come into contact with.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training, other learning activities and performance development as required.
- Engage actively in the performance review process.
- Perform any other such duties as the Head of Academy may from time to time determine.

I have read and accept this job description

Signature: _____

Print Name: _____

Date: _____

Review and amendment

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.

ENRICHING **LIVES;** TRANSFORMING **FUTURES**

EXCELLENCE.

DEDICATION.

AMBITION.

