

# Science and Technology Technician

## Job Description/Person Specification

<b>Responsible to:</b>	Atrium Principal
<b>Job Term:</b>	Temporary 1 year contract (with a view to becoming permanent), (9.00am– 4pm Monday to Thursday, and 9.00am – 1pm Friday). Hours could be flexible for the right candidate
<b>Working hours per week:</b>	30 hours per week, 39 weeks per annum
<b>Salary:</b>	NJC Scale C, points 12-17 (£15,523-£17,327 (full-time equivalent)

### ***Job responsibilities and duties:***

- To prepare materials & equipment for practical lessons.
- Assist in the organisation of classrooms and prep-rooms
- To maintain machinery and equipment in accordance with Health & Safety requirements.
- To use machinery when required as per student/teacher needs, including the school's Laser cutter, A2 printer, and 3D printer.
- Carry out weekly Health and Safety checks on all equipment and machinery and report directly to the Senior Staff.
- Assist in the production of Risk and COSHH assessments.
- Provide support and assistance to the classroom teacher during lessons.
- Maintain a safe and clean working environment at all times.
- To maintain and monitor stock control.
- To assist with the ordering of materials and equipment.
- To keep financial records of purchases.
- To assist staff in preparing and setting up learning displays.
- Work on your own initiative, as well as a member of a team.
- Plan and prioritise your work effectively.
- Collaborate with other staff to promote a positive working environment within the Atrium Studio.

### ***Within Science:***

- Making up solutions and assembling apparatus
- Delivering equipment to rooms and collecting, checking and returning equipment to stores
- Disposing of waste materials
- Taking care of laboratory equipment and apparatus
- Carrying out and arranging for maintenance and repair of equipment
- Stocktaking chemicals and/or equipment, and obtaining materials by local purchase
- Placing order and checking deliveries or invoices, and keeping a financial record of purchases
- Constructing/modifying apparatus
- General laboratory cleaning, and cleaning laboratory sinks
- Trialling practical activities
- Assessing risks for technician activities and class activities
- Checking and repairing textbooks as required.
- Providing technical assistance to teachers and students as required, and carry out demonstrations at times
- Assisting with field trips
- Supervising radiation protection (not in the immediate future)
- Checking laboratory services and equipment (fume cupboard and electrical safety checks)
- Setting up IT equipment (dataloggers etc.)
- Photocopying/laminating/collating/binding as required.

Any other duties as deemed necessary by senior members of staff

### ***Desired qualities of the candidate:***

- First Aid certificate holder.
- To be proficient in the use of the range of CAM equipment and provide technical support.
- To be proficient in a range of CAD software and where required, provide technical support during lesson time.
- Enjoys learning as a life-long process, and looks forward to opportunities in developing their CPD within the Science and Technology/Built Environment subject areas.