

Job Description



Job Title:		Technician
Department:		Biology
Business Unit:		Senior School
Line Manager:		Senior Technician
Job Purpose:		
To Support the Senior Technician to provide a first class, customer orientated technician service to pupils and teachers alike, ensuring that the labs are run smoothly and effectively, that the equipment and apparatus is operational, available and well maintained, and working at all times with Health and Safety in mind		
Main Responsibilities:		
1	In conjunction with the Senior Technician, to coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the departmental curriculum and clubs, including liaising with teaching staff. Ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels, and keeping up-to-date and accurate stock records. This will involve the ability to plan and work independently	60%
2	To ensure the maintenance of a healthy and safe working environment through: <ul style="list-style-type: none">actively contributing to the assessment, monitoring and the review of both health and safety procedures and information resourceskeeping up to date with current procedures and practices through continuing professional developmentthe provision of technical advice on health and safety issues to teaching and trainee technical staffthe safe treatment and disposal of used materials including hazardous and responding to actual or potential hazardsthe healthy and safe storage and accessibility of equipment and materials	10%
3	To contribute to the design, development and maintenance of specialist resources and/or long-term projects.	5%
4	To support the Senior Technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers or finance departments. This will include sourcing, costing and	10%

	suggesting economic alternatives to maintain stock levels, and keeping up-to-date and accurate stock records.	
5	Under the guidance of the Senior Technician, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard	15%
Key Contacts and Working Relationships:		
<p>Work closely with Senior Technician and teachers within the department and other science departments as required.</p> <p>Liaising with appropriate support staff and internal colleagues (facilities management, janitors, reception, print room, accounts etc) within the school as required to allow the effective delivery of lesson resources.</p> <p>To engage with all pupils in a positive, age appropriate and supporting manner.</p> <p>To liaise with external agencies concerning resources or any other relevant matter.</p>		
Planning and Organising:		
<p>The majority of the Technicians duties are related to delivering the resources requested/required by staff for use in lessons. This involves the ability to forward plan utilising teaching timelines, schemes of work and an understanding of the shape of the school year.</p> <p>Sufficient consumable resources should be ordered and available, equipment should be tested and in working order prior to delivery in the classroom. Supported by the Senior Technician, Technicians should proactively plan their daily, weekly and monthly workloads, making allowance for upcoming demands.</p> <p>The Technician will contribute to the overall planning associated with effective classroom and store room management. This includes ensuring labs are fully resourced for teaching purposes (ensuring class sets of appropriate equipment are in place and working). This requires planning to ensure there are spare resources available to replace items timeously.</p>		
Problem Solving and Decision Making:		
<p>Dealing with general queries and detailed requests for help/support will require the Technician to make quick, well informed decisions by analysing the requirements and facilitating appropriate and timely responses by using professional knowledge/expertise, searching for solutions either in the departmental knowledge base or by using external reference material</p> <p>The Technician will generally be required to solve day-to-day problems independently, although they will be able to seek advice from the Senior Technician and department members. Facilitating appropriate and timely responses by using professional knowledge/expertise, searching for solutions either in the departmental knowledge base or by using external reference material, seeking advice and/or escalating more complex problems to line manager, as required.</p> <p>The Technician may need to deal with late changes to plans due to a variety of factors.</p>		

The Technician should be able to offer suggestions to improve the ordering process, equipment delivery and the smooth running of the interaction between teacher, resources and technicians.

Recommend improvements and modifications to existing practical resource.

Occasionally, the Technician will encounter difficult people (e.g. upset or impatient pupils or staff); they require the ability to deal with the situation calmly and to offer possible solutions to resolve the client's problem to their satisfaction, escalating as necessary.

Resources and Requirements:

No line management or budgetary responsibility.

Part of a technician team and a department of up to 10 staff.

Responsible for ensuring that all necessary practical resources are in place for lesson delivery. Additionally required to maintain an orderly and tidy storeroom. The Technician should assist with repairing/recommending replacement resources as required.

The Technician will create/develop and offer insight into new practical experiments.

Knowledge, Skills and Experience:

Essential:

A minimum of HND level qualification in a scientific subject (ideally subject specific) or recent applied practical experience in a similar role

Excellent communication and interpersonal skills with a strong customer focus

Works well as part of a team, but is also able to work unsupervised and using own initiative

Good planning and organisation skills, coupled with excellent attention to detail

Analytical approach to problem solving

Works well under pressure

Numeracy

Must be able to work with/cope with biological materials e.g. chemicals and animal dissection

Computer literate, with experience in using word processors, email, spreadsheets and file management software. The GAFE (Google Apps for Education) and Microsoft Office range of software will be used for this.

Ability to use PASCO (Specific supplier of the apparatus we primarily but not exclusively use within the Science departments) compliant and other datalogging software.

Desirable:

Experience of working in an educational environment

Experience of working with children

Knowledge of Health and Safety regulations applicable to a school and science setting, including COSHH (Control of Substances Hazardous to Health)