

# Job description

**Job title:** Senior Technician  
**Job ref:** XS4.2  
**School:**  
**Grade:** XS 4.2a Dorset Grade 8 / XS 4.2b Dorset Grade 7  
**Reports to:** Head of department / Principal Technician

## Main job purpose

1. To provide technical and administrative support to teaching staff in a designated subject area/department, including some in-class support with pupil activities.
2. The Senior Technician will also undertake supervisory responsibilities for and/or co-ordinate the work of other technicians employed in the relevant work area(s).

## Main responsibilities and duties

1. To undertake the day-to-day supervision of/co-ordinate the work of other technician(s) employed in the relevant work area. This will include the organisation of duties and priorities in consultation with the Head of Department.
2. To prepare and maintain classrooms, laboratories and workshops, and materials for use by staff and pupils ensuring that an orderly, safe and healthy environment is provided for teaching activities.
3. To prepare and assemble teaching resources, apparatus and equipment for use by the teacher and pupils.
4. To contribute to teaching sessions as appropriate by demonstrating, supervising or advising on the proper and safe use of materials and equipment for practical activities, including teacher directed support for individual pupils.
5. To maintain and repair to equipment where practical to do so or to arrange alternative servicing by approved contractors.
6. To be responsible for the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures.
7. To maintain appropriate records for the control and allocation of relevant equipment and resources, including service schedules and inventories.
8. To undertake and co-ordinate ordering and stock allocation activities and maintain appropriate records, including budgetary control.
9. To assist with the issue and return of textbooks or other teaching aids and to devise and co-ordinate recording arrangements.
10. To support teaching staff with the organisation and preparation of displays of subject materials or pupils' work.
11. To ensure that Health and Safety requirements and other relevant regulations (e.g. COSHH) are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.
12. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

## Knowledge & skills

Essential:

- A vocational or academic qualification in the relevant subject area at NVQ level 3 or above with previous practical experience in an appropriate work area.

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- OR Significant experience in a technician's role in a school, college or relevant environment with evidence of in-service training and development.
- Experience and practical competence in the safe and proper use of any specialist equipment for which the postholder will have direct responsibility.
- Awareness of relevant health and safety requirements. Good interpersonal skills and the ability to work co-operatively within the staff team.

Desirable:

- Previous supervisory experience.

## Supervision & management

Under the overall direction of the Head of Department, the Senior Technician will co-ordinate work requirements with relevant teaching staff and make appropriate supervisory decisions on the allocation of duties and priorities for the technicians.

## Problem solving and creativity

Applying technical or specialist skills and knowledge to resolve any problems with the setting up or maintenance of equipment.

## Key contacts & relationships

Daily interaction with teaching staff, pupils and other support staff. Also contact with external suppliers and contractors, as required.

## Decision making

Deciding when to intervene in pupil activities for instruction or safety purposes. Supervisory decisions regarding technicians' duties and training/support needs.

## Resources

1. Use of a computer.
2. Competent use and application of specialist equipment for the relevant subject area/department (e.g. power tools and computer aided design equipment for Design and Technology activities).
3. Protective clothing will be provided and must be worn at all times.
4. The range of equipment used and number of workshops/laboratories etc will depend upon the particular school.

## Working environment

1. Duties will normally be undertaken within classrooms, laboratories or workshops in the school. There may be some use of chemicals or toxic materials and/or some use of power tools or other potentially harmful equipment in certain posts.
2. Some lifting and movement of resources and equipment will be required, using trolleys where appropriate.



<b>Approval</b>			
Prepared by	Chris Matthews	Date	January 2005
Designation	Pay and Reward Manager		

