

Job Description

School Technician

Purpose of Job:

To be responsible for supporting Science, Art and Photography, Food Studies and Physical Education with preparing for lessons, organising and ordering resources and helping students with their learning.

Functional Links

The School Technician will liaise with staff, pupils, parents, carers, professionals, volunteers and visitors to maintain the high standards of the school.

Reporting Relationships

The School Technician will report to the Principal's PA.

Duties and Responsibilities:

1. To work both as part of a team or unsupervised, prioritizing own work and meeting deadlines.
2. To complete the weekly food order to purchase stock for Food Studies, Breakfast Club and other School events.
3. To complete a daily clean of the Food Studies hard surfaces.
4. To complete a weekly clean of the Fridges/Freezers/Cookers.
5. To ensure the kitchen is well stocked and ensure food storage is in accordance with Health and Safety guidance.
6. To wash and dry items as required including Food Studies Aprons, Art Aprons and Sports Kits.
7. To maintain the Science Room including regular cleaning of glassware and practical apparatus.
8. To complete an annual deep clean of the Science Prep Room.

9. To order Science, Art, Photography and PE Resources for the whole school, and organise these resources effectively.
10. To setup and clear away practical activities in Science.
11. To setup and clear away resources in Art and Photography as required.
12. To setup and clear away resources in PE as required.
13. To support students with their learning in any of the practical subjects as required.
14. To organize the Annual Art and Photography Private View Event of GCSE Portfolios in coordination with Teachers.
15. To organise the Annual Sports Day in coordination with Teachers.
16. To operate photocopier, franking, lamination and binding equipment.
17. To use email to communicate with other staff and external stakeholders.
18. To use the phone to communicate with external stakeholders.
19. To maintain information in a confidential manner.
20. To demonstrate a commitment to the Safeguarding of Children
21. To promote Equality and Diversity in all contacts.
22. To carry out all duties in accordance with school policies.
23. To carry out other such similar duties that may be reasonably required by the Leadership Team.