TECHNICIAN 2: JUNIOR SCIENCE AND PHYSICS

Job Description

9 AUGUST 2019
JOB DESCRIPTION:

POST TITLE: Technician 2: Junior Science and Physics

SALARY: Spinal Column Points 14 to 17

RESPONSIBLE TO: The Principal through the Head of Corporate Services, the Head of Physics, the Head of Junior Science and the Technician Line Manager

RESPONSIBLE FOR: Not Applicable

JOB PURPOSE:

To provide proactive technical support and assistance to teaching staff in all aspects of the delivery of the Northern Ireland Common Curriculum for Physics and Junior Science.

To enhance and enrich the learning experience of pupils and ensure that the aims and objectives of the College are achieved in a manner that meets the needs of individual pupils, promotes a positive image of the College, reflects good practice in teaching and learning, and complies with all relevant health and safety standards and regulations.

To work effectively under the direction of the Head of Physics and the Head of Junior Science and to contribute to the smooth running of the Physics Department and the Junior Science Department.

MAIN DUTIES AND RESPONSIBILITIES:

1.0 CURRICULAR SUPPORT

1.1 Assist teaching staff in the development and manufacture of teaching aids and models for use in practical classes, demonstrations and experiments.

1.2 Prepare appropriate resources for all classes including the setting up, testing, demonstration and dismantling of resources in accordance with agreed schemes of work and lesson plans.

1.3 Provide support to pupils, assist pupils with queries in a professional, courteous and friendly manner, and work with pupils on an individual or group basis as and when required.

1.4 Prepare display materials and equipment for parent evenings and open days and display and remove items of pupil work from around the College as and when required.

1.5 Collect, clean and store equipment and materials safely and securely in designated storage areas. Ensure all items are regularly inspected and maintained in a state of ready for use.

1.6 Dispose of used materials and equipment in a safe and approved manner and ensure that no unauthorised person has unsupervised access to materials and equipment when not in use.

1.7 Ensure that all mandatory and statutory checks of materials and equipment are carried out by qualified personnel.

1.8 Inform the designated Line Manager of any materials or equipment found to be in an unsafe or unsatisfactory condition and arrange for the safe repair or disposal of such items.
1.0 CURRICULAR SUPPORT

1.9 Assist with the set up and effective use of information and communications technology and ensure the proper functioning of such technology. Provide advice and support on the use of information and communications technology and help resolve technical problems.

1.10 Provide advice on all aspects of good classroom and laboratory practice and keep up to date with all current and proposed developments.

1.11 Develop and implement detailed risk assessments as and when required by the designated Line Manager and help promote safe working practices across the College.

1.12 Advise on all health and safety issues in relation to the use of equipment and report on any breaches of health and safety policy to the designated Line Manager.

1.13 Participate in departmental meetings as and when required.

2.0 DEPARTMENTAL ADMINISTRATION

2.1 Develop, maintain and operate all manual and computerised systems associated with the effective management and administration of the Physics Department and the Junior Science Department.

2.2 Maintain records and inventories of all departmental resources, materials and consumables.

2.3 Assist with the ordering, purchasing, receiving, storing, and distribution of all departmental resources, materials and consumables in line with good practice and the allocated budget.

2.4 Undertake photocopying as and when required.

2.5 Handle any cash in relation to the purchase of practical materials as and when required and in accordance with the policies and procedures of the College.

3.0 OTHER DUTIES

3.1 Provide support to staff in ensuring the general safety and wellbeing of pupils and assist with the management of Fire Drills and the evacuation of the College in emergencies.

3.2 Carry out such minor maintenance checks and repairs as are deemed within the competence of the post-holder.

3.3 Undertake annual Portable Appliance Testing across the College and document the results of such testing.

3.4 Operate and control the heating systems across the College using the Building Management System. Monitor room temperatures and adjust systems settings and parameters regularly. Report faults to the Facilities Manager and liaise with specialist maintenance contractors as and when required.

3.5 Assist with the ongoing maintenance and operation of the biometric access control systems across the College, including the capture of biometric information for pupils and staff.
3.0 OTHER DUTIES

3.6 Assist with the ongoing management and maintenance of the photocopiers deployed across the College. Ensure that the photocopiers are configured properly and operating correctly. Report details of monthly photocopying volumes to the Finance Department and each Head of Department.

3.7 Manage and maintain all of the audio-visual, sound and lighting systems in place within the College and operate such systems at whole school events such as Prize Day, the School Play and the Spring Concert.

3.8 Prepare electronic presentations and displays for College activities and events. Take digital photographs and collate and manipulate digital images as and when requested.

3.9 Contribute to the development of the College website and to the preparation of content for the website and social media platforms.

4.0 GENERAL CONDITIONS

4.1 All duties must be carried out strictly in accordance with:

- all relevant Acts of Parliament, Statutory Instruments and Regulations, including the Health and Safety at Work Regulations and the Control of Substances Hazardous to Health Regulations;
- all relevant Codes of Practice and guidelines; and
- any other legal requirements.

4.2 All items of equipment must be used properly and safely. Any equipment defects and any accidents at work must be reported immediately to the Head of Junior Science or the Head of Physics as appropriate.

4.3 All duties will be carried out in the working conditions and environment normally inherent in the job of the post-holder.

4.4 All of the necessary administration associated with the correct performance of the job must be completed by the post-holder on an accurate and timely basis using computerised and manual systems as required.

4.5 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

5.0 TRAINING

5.1 The post-holder will be required to accept any training offered by the College for jobs graded at a higher level than this post. However, payment will only be made by the College where there is a requirement for the higher-level duties to be carried out.

5.2 The post-holder will be required to accept any training offered by the College that is needed to facilitate the proper performance of duties up to and including the duties set out in this job description (such training to include induction training and refresher training).
All of the duties and responsibilities set out above will be carried out within the context of ensuring that the College achieves its aims and objectives.

The duties and responsibilities set out in this job description are neither exclusive nor exhaustive and the post-holder may be required to undertake any other commensurate duties and responsibilities as requested from time to time by the Head of Physics, the Head of Junior Science, the Technician Line Manager, the Head of Corporate Services, the Principal, or the Board of Governors.

This post was evaluated in June 1999.

It is acknowledged that the contents of this generic job description are not subject to appeal.