

PENRYN COLLEGE

JOB DESCRIPTION

Job title:	STEAM (Design and Technology) Technician
Grade:	E £20,427 - £20,721 (Actual salary £11,194 - £11,355)
Responsible to:	Head of STEAM faculty
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	<u>Internal:</u> Teaching and Support Staff, pupils, Heads of Departments, Headteacher, School Leadership Team, and Premises Team <u>External:</u> Parents, Governors, Suppliers of goods and services, LEA Advisers

Main Purpose of Job:

To organise the provision of practical support for the STEAM Department for staff and pupils at all key stages in the college. To assist the Head of Department in securing an environment in which pupils can safely pursue investigative practical work.

Main Duties and Responsibilities

1. To prepare materials, equipment and teaching aids for classroom use, at the direction of the head of department. To tidy up and clean materials and equipment, including breakages and spillages, so as to ensure a safe and hygienic working environment at all times.
2. To support teachers and students during practical work, to include setting up demonstrations and experiments, providing advice to pupils in the development of their tasks, including the safe operation and demonstration of equipment.
3. To oversee the work of individual students, small groups of students or classes engaged in practical or theoretical tasks, including the provision and development of GCSE coursework as requested by the Head of Department.
4. To supervise students assigned to the department as part of their work experience programme, under the direction of the head of department.
5. To prepare specialised tools / equipment / materials within the department (as qualified).
6. To advise members of staff and pupils on particular hazards and requirements in the use of equipment / materials / experiments in line with COSHH/ safety / CLEAPPS guidance. To remain aware of current safety guidelines and legislation.
7. To issue and receive back materials and equipment. To check for missing and damaged equipment against inventories and inform the relevant teacher.

8. To check and test equipment routinely to ensure its good safe working order and to undertake maintenance, repairs and servicing where needed and within the limits of the post holder's skills and training. To recommend any necessary repairs or arrange further maintenance for equipment on the approval of the head of department.
9. To operate a system of stock control, ensuring sufficient replenishment of materials within the approved limits and recommending any additional equipment/material requirements to the head of department. To assist in ordering stock and checking deliveries of stock when received.
10. To assist with exhibitions and demonstrations as requested.
11. To monitor and achieve the efficient organisation of the work and storage areas and to ensure the cleanliness, safety and security of these areas at all times.
12. To assist the Head of Department in the co-ordination of the use of practical resources and facilities. To provide assistance and advice in the practical needs of the curriculum, including liaising with teaching staff and support staff outside the department.
13. To assist in the assessment, monitoring and review of health and safety procedures, including undertaking and recording risk assessments, liaising with County Health and Safety departments and communicating health and safety procedures to all staff and students undertaking activities within the department.
14. To attend department meetings as required.
15. To ensure the safe treatment and disposal of used materials including hazardous substances. To respond to actual or potential hazards appropriately.
16. To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
17. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
18. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
19. The post holder is responsible for own self-development on a continuous basis.
20. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: September 2023

Job Description Prepared by: HR Manager

PERSON SPECIFICATION

Job Title: STEAM Technician

Department: STEAM

Person specification prepared by: HR Manager

Date: September 2023

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Relevant experience of working in a STEAM technical support role.	Relevant work experience within a school/college environment.	Application form/ interview.
<u>Education & Training</u>	Level 3 qualification (NVQ, AVCE or 'A' Level, or relevant experience) in a subject related to the specialist area plus CGSE grade C or above (or equivalent) in English and Maths.	Basic Health & Safety certificate.	Application form.
<u>Special Knowledge & Skills</u>	Knowledge and skills relating to design and technology procedures and the use of relevant equipment. Experience with materials & procedures subject to COSHH Regulations. Basic ICT and admin skills. Good organisational skills.	Awareness of current design and technology developments in education.	Application form/ interview.
<u>Any Additional Factors</u>	Self-motivated. Enjoys working with children/young people. Ability to work on own initiative and as part of a team. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.