

<b>Role Title</b>					
<b>Technician 1</b> (includes art and design, food, science technicians)					
<b>Purpose of the role (job statement)</b>					
To work under supervision and direction as part of a professional team to support learning by providing technical assistance, through the preparation and day to day maintenance of teaching areas and equipment for pupils.					
<b>Responsibilities</b>					
Key duties:					
<ol style="list-style-type: none"> <li>1. Prepare specific resources / materials / equipment for lessons, as directed lifting and moving equipment.</li> <li>2. Maintain sufficient supplies of materials to enable delivery of lessons</li> <li>3. Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse</li> <li>4. Clean and undertake day to day maintenance of equipment as needed and as directed to ensure it is clean and in good working order</li> <li>5. Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to the line manager</li> <li>6. Undertake basic record keeping as directed.</li> <li>7. Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.</li> </ol>					
Individuals in this role may also undertake some or all of the following:					
<ol style="list-style-type: none"> <li>1. Assist in delivering practical learning activities for pupils</li> <li>2. Provide clerical and administrative support as directed</li> <li>3. Order supplies as directed</li> </ol>					
<b>Indicative knowledge, skills and experience</b>					
<ul style="list-style-type: none"> <li>• Working at or towards appropriate national occupational standards (NOS), for example laboratory and associated technical activities or supporting teaching and learning as appropriate to the type of technician role.</li> <li>• Knowledge of appropriate use of materials and equipment and ability to communicate this knowledge to staff and pupils.</li> </ul>					
<b>NJC Job Evaluation Assessment</b>					
<b>Factor</b>	<b>Relevant Job Information</b>			<b>JE Level</b>	<b>Points</b>
1.	Knowledge	Knowledge of procedures for preparation of resources/ materials, setting up, cleaning and basic maintenance of equipment		2	40
2.	Mental Skills	Reports problems and potential hazards.		1	13
3.	Interpersonal & Communication Skills	Exchange of information both verbally and in writing with staff and suppliers.		2	26
4.	Physical Skills	Assembly, disassembly and cleaning of equipment		2	26

5.	Initiative & Independence	Follows close and detailed instructions and / or is closely supervised, with little scope for discretion most problems are referred.	1	13
6.	Physical Demands	Regularly lifts and moves, pushes and pulls resources, materials and equipment which may be awkward or heavy.	2	20
7	Mental Demands	Sensory attention for preparation of equipment, materials; Work is occasionally interrupted.	1	10
8.	Emotional Demands	Rare exposure to emotionally demanding situations when working with pupils	1	10
9.	Responsibility for People	Prepares materials and equipment for pupils and assists in delivering practical activities. Implements specific health and safety policies relating to potentially dangerous materials or hazardous materials/substances.	2	26
10.	Responsibility for Supervision	May demonstrate own duties to new or less experienced staff.	1	13
11.	Responsibility for Financial Resources	No responsibility or limited to small amounts of cash for supplies	1	13
12.	Responsibility for Physical, and Information Resources	Checks stock levels and may select and/order materials and equipment from suppliers under direction.	2(g)	26
13.	Working conditions	Works in a technical/practical area, e.g. laboratory, craft room, workshop	2	20/30
		Regularly exposed to dirt, fumes, chemicals, liquids, possible hazardous materials, working in a kitchen or working with potentially dangerous equipment.	3	
<b>Total</b>				<b>256-266</b>