



**ENNISKILLEN ROYAL GRAMMAR SCHOOL
JOB DESCRIPTION
SCIENCE TECHNICIAN
(TEMPORARY TO COVER ACADEMIC YEAR 26-27)**

RESPONSIBLE TO: The Principal through Head of Department and Bursar

LOCATION: Primarily Cooper Crescent site but some travel between sites may be necessary thus necessitating the post-holder to have a full driving licence and access to a vehicle.

JOB PURPOSE:

To provide technical support and assistance to teaching staff in the implementation of the schools/department's educational programme.

MAIN DUTIES AND RESPONSIBILITIES:

1. SUPERVISION

- 1.1** Shared supervision of appropriate staff including the management and allocation of duties.
- 1.2** Identification and provision of on the job training to appropriate staff.

Note: This is a discretionary element of the job description. The grade may be awarded if supervision is not a component of the post.

2. PROVISION AND MAINTENANCE OF FACILITIES AND PRACTICAL RESOURCES

- 2.1** Assist teaching staff in the development and manufacture of teaching aids and models.
- 2.2** Preparation of resources for all classes including the setting up, testing, demonstration and dismantling of suitable resources as per agreed schemes of work.
- 2.3** Collect, clean and store all equipment and materials securely in designated storage areas. Ensure items are maintained in a state of 'ready for use'.
- 2.4** Dispose of used materials in a safe and approved manner.

- 2.5 Ensure that mandatory and/or statutory checks of materials and equipment are carried out by qualified personnel.
- 2.6 Inform designated line manager of materials and equipment found to be in an unsatisfactory/unsafe condition and arrange for repair and disposal of such items.
- 2.7 Ensure no unauthorised person has unsupervised access to equipment and materials when not in use.
- 2.8 Advise on health and safety issues in relation to the use of equipment.
- 2.9 Ensure that work areas are kept clean and tidy

3. ADMINISTRATION

- 3.1 Development, maintenance and operation of manual and/or computerised systems in relation to administrative tasks associated with the area of work.
- 3.2 Maintenance of an inventory/record of departmental resources.
- 3.3 Assistance in ordering/purchasing, receiving, checking, storing and distribution of resources.

4. GENERAL

- 4.1 Support all staff in ensuring the general safety of pupils.
- 4.2 Assist with evacuation in emergencies.
- 4.3 Undertake photocopying as required.

5. Technical staff may be required to undertake any of the following duties:

- 5.1 Handling cash in relation to the purchase of practical materials.
- 5.2 Assisting with hospitality at meetings and school functions.
- 5.3 Carry out minor maintenance repairs throughout the school with the competence of the employee.

6 First Aid

It is envisaged that the post-holder will assist with First Aid duties in the school.

These duties and remuneration are separate to those of science technician and training will be provided.

The selection panel reserves the right to enhance criteria in order to facilitate a manageable shortlist.

The onus is on candidates to provide sufficient detail on their application form to demonstrate how they meet each of the criteria. Failure to do so may result in a candidate not being shortlisted since selection panels cannot make assumptions in the absence of essential information.

Canvassing and Referees

Canvassing directly or indirectly will entail disqualification.