



ENNISKILLEN ROYAL GRAMMAR SCHOOL
JOB DESCRIPTION
FULL-TIME TECHNOLOGY/ SCIENCE TECHNICIAN (Term-Time only)

JOB PURPOSE:

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

RESPONSIBLE TO:

The post-holder will report to the Teacher responsible for Technology and Design/ Science (the designated line manager) in the first instance and ultimately to the Bursar and the Principal.

LOCATION:

The school operates across two sites (Cooper Crescent and Algeo Drive) so some travel between sites may be necessary thus necessitating the post-holder to have a full driving licence and access to a vehicle.

FUNCTIONAL LINKS:

Staff and students in the Technology and Design Department and Science Department
Suppliers of equipment and consumables

MAIN DUTIES AND RESPONSIBILITIES:

Under the direction of the designated line manager the post holder will be responsible for the following in accordance with appropriate regulations:

1. Provision and Maintenance of Facilities and Practical Resources

- 1.1** Prepare, organise and basic construction of resources for teacher demonstrations, practical lessons and practical examinations;
- 1.2** Set out equipment and materials for class use and remove same when class is complete;
- 1.3** Collect, clean and store equipment and materials in designated storage areas.
Ensure items are maintained in a state of 'ready for use';
- 1.4** Dispose of used materials in a safe and approved manner;
- 1.5** Ensure that mandatory and/or statutory Health and Safety checks of materials and equipment are carried out by qualified personnel;
- 1.6** Carry out weekly Health and Safety checks on machinery and equipment;
- 1.7** 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;
- 1.8** Ensure no unauthorised person has unsupervised access to equipment and materials when not in use;
- 1.9** Advise on Health and Safety issues in relation to the use of equipment;
- 1.10** Building and testing electronic circuits up to GCSE standard, sorting electronic equipment;
- 1.9a** Safe use of centre lathe, Felder circular saw, bench saw, abrasive wheels, Pillar drill & milling machine.

2. Administration

- 2.1** Operation of manual and/or computerised systems in relation to administrative tasks associated with the area of work;
- 2.2** Maintenance of an inventory/records of departmental resources;
- 2.3** Assistance in the ordering/purchasing, receiving, checking, storing and distribution of resources.

3. General

- 3.1** Support all staff in ensuring the general safety of pupils;
- 3.2** Assist with evacuation in emergencies;
- 3.3** Undertake photocopying as required;
- 3.4** Classroom assistant - To act as helper and advisor to pupils undertaking craft work or scientific experiments. To assist teachers in presenting work during practical lessons.

4. Technical Staff may be required to undertake any of the following duties:

- 4.1** Handling cash in relation to the purchase of practical materials;
- 4.2** Assisting with hospitality at meetings and school functions;
- 4.3** Carry out minor maintenance repairs throughout the school within the competence of the employee.

5. Maintenance and repair and checking materials and workshops

- 5.1** Cleaning, lubrication and surface protection of equipment and machinery;
- 5.2** Carry out simple mechanical and electrical repair work
- 5.3** Maintenance of storage equipment, store organisation and management.

6. Other Duties

- 6.1** First Aid - It is envisaged that the post-holder will assist with First Aid duties in the school. These duties are separate to those of Technology / Science Technician and a separate monthly allowance is paid.
Training will be provided
- 6.2** Such other duties as may be assigned within the level of the post.

This list of duties is not restrictive and requires a degree of flexibility. The list may be amended in order to meet the requirements of the Technology and Design Department, as well as the general requirements of the school. They may also be required to undertake general photocopying/reprographics duties in school.

Qualifications and Experience

Minimum of 5 GCSEs Grade A-C to include English, Maths and Science
Working knowledge and experience of Information Technology
Good interpersonal skills
Good practical skills
Full driving licence

Experience or a qualification in one of more of the following areas is desirable: electronics/micro-electronics, computer control, mechanical or electrical engineering. It is desirable that applicants have:

- (a) Experience in control and use of a variety of materials including wood, metal and plastic
- (b) Ability to test electronic circuits
- (c) Experience of PCs and associated software
- (d) Certificate in the use of the circular saw, bandsaw, Pillar drill, milling machine and abrasive wheels.

The Selection Panel reserves the right to enhance the criteria in order to facilitate a manageable shortlist.

Please note the onus is on candidates to provide sufficient detailed information on their application forms in order 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.