



The Athelstan Trust

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CEO: Tim Gilson

MALMESBURY SCHOOL JOB DESCRIPTION

POST: Technician Assistant

REPORT TO: Senior Curriculum Leader Science and the Senior Science Technician

LEVEL OF PAY: NJC SCP 4-5 £19,264 - £19,650 pro rata

HOURS: 10 hours per week, 39 weeks to include 5TD Days,
Permanent Monday to Friday 2pm – 4pm

LINE RESPONSIBILITIES:

The Postholder is responsible for providing effective service to the Science Faculty and is responsible to the Senior Curriculum Leader through the technician team leader.

Main duties:

1. Clean and maintain equipment and undertake appropriate repairs where practical to do so.
Note: the school is PFI therefore some equipment will be owned and maintained by the management company
2. Prepare and maintain labs and prep rooms and materials for use by staff and pupils ensuring that an orderly, safe and healthy environment is provided for teaching activities
3. Ensure labs and prep rooms are left clean and safe at the end of the school day
4. Under guidance of the technicians, ensure the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures
5. Maintain appropriate records for the control and allocation of relevant equipment and resources
6. Ensure that Health and Safety requirements and other relevant regulations (eg COSHH) are adhered to and observed
7. Assist with additional clubs, events and activities running beyond the end of the school day



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Other duties:

The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

All staff have a responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

Malmesbury School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance is required for all staff.

Trust:

There is an expectation of collaboration and resource sharing with other colleagues across the Trust

June 2022



The Athelstan Trust

A charitable company limited by guarantee, registered in England & Wales, as The Athelstan Trust
Company No: 7699625

Caring, Collaborative and Excellent