

JOB DESCRIPTION

Post Title:	Science Technician
Responsible to:	Curriculum Leader
Grade:	Grade 5 (£19,698pro-rata)
Hours:	37 hours per week, term time only
Start Date:	September 2021
Main Purpose:	Under the instruction/guidance of teaching staff provide specialist support in the Science curriculum area, including preparation and maintenance of resources and support to staff and students.

Principal Responsibilities

Outcomes

- Materials, equipment and resources are prepared and available in class for use by students and staff.
- Lessons will be individually resourced with the materials and equipment required.
- Students and staff make most efficient use of lesson time.
- Equipment and materials are available in an accessible and useable safe state.
- Adequate stocks of equipment and materials are maintained.
- A robust and safe technical and first aid support service is provided to staff and students.

Key Activities

- To service lessons, providing necessary practical and/or technical support and assistance to students and class teachers; to include ICT resources.
- To assist in the repair and maintenance of mechanical and electrical equipment.
- To assist in the periodic testing and/or inspection of equipment and resources in accordance with the department's policy and established procedures.
- To check levels of stock, chemicals and related equipment as appropriate.
- To follow all departmental and statutory Health and Safety procedures and guidelines.

General

- Attend Staff Briefings/meetings where appropriate.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities and performance management as required.
- Other duties as required in support of the school within the scope of this post.

It is the practice of this Academy periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the academy's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to job descriptions after consultation.

PERSON SPECIFICATION

Post Title: Science Technician

		Essential	Desirable
1	Qualifications Training Competencies	Good standard of education. Relevant NVQ 3 or equivalent, or experience in a relevant discipline. Good numeracy and literacy skills.	Specific training in the specialist area. First Aid Qualification.
2	Relevant Experience	General technical/resource support in an appropriate environment.	Experience working in a school-based/education environment related to post. Working with young adults.
3	Knowledge	Effective use of ICT and other specialist equipment and resources. An interest in and enthusiasm for the sciences is required. Use and maintenance of relevant equipment. Subject knowledge and knowledge of the relevant policies, codes of practice and legislation.	
4	Skills/Ability	Ability to relate well to children and adults. Able to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these. Able to motivate and encourage children to develop to their full potential. Ability to identify own training and development needs and co-operate with means to address these. Ability to coordinate and manage work load independently. Ability to operate in line with all school and statutory Health & Safety requirements. Good oral and written communication skills and the ability to maintain clear, neat records.	Ability to design specialist equipment.
5	Special Circumstances	Occasional attendance at meetings outside normal hours. Willingness to show flexibility with working hours when necessary to fit the needs of the students. Committed to the safeguarding of children and young people.	