

## **JOB DESCRIPTION**

**Job Title:** Science Support Technician

**Grade:** 5

**Salary:** SCP 16 – SCP 20

**Conditions of Service:** Support Staff Contract of Employment

**Responsible to:** Principal

### **Statement of Purpose**

To work under the guidance of senior staff to provide a technical support service to the science department and provide ICT hardware support to teaching staff.

### **Support for Technical Staff**

- To liaise with the Senior Management Team to ensure the training of Classroom Assistants.
- May allocate work to Technicians at the school.
- Liaise with technicians regularly regarding issues/repairs/maintenance of ICT and audio visual equipment throughout the school.

### **Support to the Classroom**

- To co-ordinate the preparation and distribution of apparatus to the laboratories as requested by teaching staff.
- Advise and check work that is carried out in the science laboratories by outside contractors.
- Attend lessons and assist teaching staff with demonstration lessons and practicals when required.
- To set up and try out experiments before lessons, assessments and examinations to ensure that they work.
- Assist in/organise cover work when teaching staff are absent.
- Troubleshoot hardware faults.

### **Administration**

- Carry out the annual audit of stock.
- Keep a record of the curriculum area budget.
- Have overview of stationery and stock and maintain supplies.
- Help with the organisation of faculty science trips, including help with the supervision of students during the trip.
- Order and maintain ICT stock for Curriculum use

### **Resources**

- Assist with the development of resources.
- To liaise with technical and teaching staff regarding any problems in the ordering of apparatus.
- Operation of audio-visual equipment and arrangement for appropriate maintenance and servicing.
- Collect materials from school grounds and local suppliers.
- Prepare and make teaching aids as required.
- Switch on and off relevant equipment within selected areas of the school and ensure they are left tidy and safe for the next day.
- With no supervision maintain and review Asset registers. Prepare and report to Governors (Finance Committee) as required by the Headteacher.
- Back-up of Curriculum Servers every day with no supervision.

### **Health, Safety and Security**

- To be responsible for the safe storage of chemicals and apparatus.
- To act as health and safety representative for the science curriculum area, and attend Health and Safety meetings as required, prepare relevant reports and minutes for interested parties including Governors.
- Deal with emergencies in classes, breakages and spillages of chemicals.
- Have knowledge of microbiological techniques – sterilisation and disposal of contaminated materials.
- Take care of plants and any animals within the area.
- Maintain and clean any scientific apparatus on an annual basis.
- Check materials and equipment before and after use by class for quantity and damage.
- PAT tests of all equipment within the School with no supervision
- Provide First Aid Cover during the working day for staff, visitors and pupils.
- Check and maintain first aid boxes around the school including tracking first aid resources.
- Carries out appropriate risk assessments for practicals and inform appropriate staff.

### **Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and 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, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

**Note**

*The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.*

**Person Specification**

Minimum Criteria for Two Ticks *	Criteria	Measured by APP/I/ASS
	<b>Experience</b> <ul style="list-style-type: none"> <li>• Relevant experience</li> </ul>	APP/I
	<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>• NVQ3 in Laboratory and Associated Technical Activities (LATA) Educational or NVQ3 Laboratory Technicians working in education or C&amp;G Advanced Science Technician, or appropriate equivalent qualification or experience.</li> <li>• Current full First Aid Certificate</li> </ul>	APP/I
	<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>• An excellent standard of practical knowledge.</li> <li>• A working knowledge of relevant equipment.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> <li>• Ability to organise other staff.</li> <li>• Good communication/interpersonal skills.</li> <li>• Ability to relate well to children and adults.</li> <li>• Good organising, planning and prioritising skills.</li> <li>• Methodical with a good attention to detail.</li> </ul>	APP/I

	<p><b>Behavioural Attributes •</b> Customer focused.</p> <ul style="list-style-type: none"> <li>• Has a professional and respectful approach, which demonstrates support and shows mutual respect.</li> <li>• Can demonstrate active listening skills.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders.</li> <li>• Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Is enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	APP / I
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**MEASURED BY KEY:**

APP = Application form ASS = Assessment activities I = Formal interview In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

**HH 04/03/2021**

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.

