

Science Technician

Based at The Forest Academy, IG6 3TN

32.5 - 36 hours per week (negotiable) – Term-time Only

LBR Scale 4 – Salary Range 7 – 10: £ 18,070.10 - £ 21,114.43 (pro-rated) per annum dependent on experience

Required ASAP

We wish to appoint a dynamic and well organised individual to work within a team of science technical staff. The role will include providing technical support within our Science department.

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

Enhanced DBS (with list checks) is required for this post.

The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Further information and an application form can be found at <https://nelta.co.uk/vacancies/>

Please forward your electronic applications to recruitment@beaconacademytrust.co.uk

Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.



Overall Responsibilities

Under the instruction/guidance of senior technical staff: Provide general support in a specific curricula/resource area, including preparation, repair, construction and maintenance of resources and support to staff and pupils

General Duties and Responsibilities

- Create and maintain a purposeful, safe, orderly and productive working environment
- Safe, timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
- Maintain records as requested
- Ensure the health and safety and good behaviour of pupils at all times
- Work within COSHH, CLEAPSS and other Health and Safety agency guidelines safe working practice within all areas of the workplace.
- Carry out risk assessments for technical tasks.
- Provide clerical/admin support
- Monitor and manage stock and supplies, cataloguing as required
- Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Undertake structured and agreed learning activities/teaching programmes
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- 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 management as required
- Work within the technician team, assisting in Science areas as required

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change.

The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.



Person Specification				
	Essential (E) Desirable (D)	App Fm	Intv w	Ref
Qualifications				
NVQ 2 or equivalent qualification	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Qualification at Level 2 (Grade C or above) in English, Maths and Science	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge / Skills / Experience				
General technical/resource support	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ICT skills and knowledge of other specialist equipment/resources.	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
In depth Knowledge of a particular technical subject area	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent time management and organisation skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to be flexible, resourceful and use initiative to meet varied demand of the department.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Able to work effectively in a team and contribute to its success	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Good written English and effective communication skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good knowledge of all Sciences	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to remain calm, composed and flexible within a busy and demanding environment	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of relevant policies/codes of practice & awareness of relevant legislation	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Use of relevant technical resources/ equipment	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attributes				
Reliable, respectful, responsible & conscientious approach	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Flexibility to deal with diverse needs of the post and movement between departments and the Trust	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Establish and maintain appropriate relationships	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Integrity and confidentiality to be maintained at all times.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
High level of initiative and ability to work independently	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>BMAT is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.</p> <p>Enhanced DBS Disclosure is required for this post.</p>				

