#

## JOB DESCRIPTION

### Post Title: Part-time/Full-time Science Technician

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**Grade: HRCS Scale £20,595 - £21,693 (Pro-rata)**

**Reporting To: Science Technician**

**Working Hours: 20-37 hours per week, term time only**

**Job purpose: To provide technical support in science related subjects to Hadlow School staff and to students following a variety of modes of study, carrying out assessment as required and keeping appropriate records.**

**Main Duties and Responsibilities**

1. Prepare and maintain practical facilities and associated equipment, ensuring they are in first class order, and readily available for teaching staff.
2. Provide support to staff in the preparation and execution of appropriate practical teaching sessions, ensuring the reliable and timely availability of materials and equipment. This may involve assisting staff in placing orders for materials / equipment.
3. Keep and maintain appropriate School and training records (which may include stock records) with the assistance of other teaching and support staff.
4. Organise, maintain, order and dispose of the laboratory supplies and equipment and maintain the laboratories in a clean, safe and efficient way.
5. Participate in research and development activities associated with the work of the School and its various initiatives.
6. Assist with maintaining a small glasshouse housing a collection of plant material used for teaching and micro propagation of stock plants.
7. Organise the display of appropriate information on the notice boards in the science laboratories as required.
8. Assist in the development of new practical schemes of work.
9. Participate with other staff in the effective assessment and monitoring of students’ performance, welfare and discipline throughout their programmes of study.
10. Ensure that Health and Safety policies and regulations for the practical and technical facilities, workshops, machinery and other physical resources are adhered to by staff and clients of the School.
11. Be conversant with, and implement the School’s Equal Opportunities Policy and assist in ensuring that the policy is implemented by staff and clients of the School.
12. Implement the School’s policy and practice in relation to student support.
13. Liaise with appropriate School staff to ensure the smooth and effective running of the School.
14. Participate in the School Appraisal, Personal Action and Development Planning Programme, agree objectives with the line manager and ensure they are achieved.
15. Participate in the School promotional / marketing activities including attendance at careers events where appropriate.
16. To contribute and promote safeguarding at all times, to ensure the safety and security of children
17. To comply with the safeguarding policy and procedure in addition to the safeguarding responsibilities within the scope of this role

Equal Opportunities Statement:

Hadlow Rural Community School has a strong commitment to working towards the achievement of equality of opportunity in both service delivery and employment. The School's mission statement and strategic objectives directly support these aims. All employees are required to actively support and implement the School's Equal Opportunities Policies.

The post-holder will be required to undertake such duties as may reasonably be expected. All members of staff are expected to be professional, co-operative and flexible within the needs of the post, the department and the School.

*Job Descriptions should be reviewed and updated during the line management meeting to ensure that they are an accurate representation of the post.*

Signed…………………………………………………. Date………………………………………

## PERSON SPECIFICATION

**Qualifications and Experience Essential Desirable**

1. Nationally recognised qualifications to level 3 or above √
2. Sound understanding of science and related topics √
3. At least five years’ experience in a range of relevant activities √
4. Ability to communicate effectively and credibly at all levels √
5. Excellent communication skills, both verbal and written √
6. Conversant with research relevant to the areas of responsibility √
7. Knowledge of the secondary sector √
8. Team player with a flexible, problem solving approach √
9. Understanding of equal opportunities issues in an √

educational context.

1. Highly developed awareness of health and safety issues within √

secondary education

1. Highly developed awareness of health and safety issues within √

Land-based.

1. Demonstrable good organisational skills √
2. Relevant industrial experience √
3. Experience of training and/or instruction in a relevant discipline √