



## JOB DESCRIPTION

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|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>                                                 | Science Technician                                                                                                                                                   |
| <b>Salary:</b>                                                    | TPAT Point 5                                                                                                                                                         |
| <b>Responsible to:</b>                                            | SLT and Class Teachers                                                                                                                                               |
| <b>Direct Supervisory Responsibility for:</b>                     | None                                                                                                                                                                 |
| <b>Important Functional Relationships:<br/>Internal/External:</b> | TPAT, Local Monitoring Committee, Senior Leadership Team, School Staff, Students, Parents & Carers, Suppliers of Goods and Services and External Professional Bodies |

### Main Purpose of the Role:

To provide technical and administrative support to the science department, ensuring the safe and effective preparation, maintenance, and organisation of practical resources and learning environments. The technician will play a key role in supporting inclusive, engaging, and safe science teaching across all key stages.

### Key Responsibilities:

#### Technical Support

- Prepare, set up, and clear away equipment, materials, and teaching aids for practical lessons and assessments.
- Maintain, clean, and repair laboratory equipment and apparatus.
- Construct and modify apparatus as required.
- Monitor and maintain stock levels, order supplies, and check deliveries.
- Safely store and dispose of hazardous materials in line with COSHH and CLEAPSS guidance.
- Maintain accurate records of stock, equipment, and safety checks.

#### Health and Safety

- Ensure all science activities comply with current health and safety legislation.
- Conduct routine safety checks and risk assessments.
- Advise staff and students on safe use of equipment and materials.
- Represent the science department in Health & Safety meetings.

#### Support for Teaching and Learning

- Assist teachers and students during practical lessons, including demonstrations and one-to-one support.
- Supervise small groups of students during practical tasks under teacher direction.
- Support the development of inclusive resources and differentiated materials.
- Assist with displays, exhibitions, and open evenings.

#### Administrative Duties

- Provide clerical support including reprographics, data entry, and resource organisation.
- Maintain inventories and contribute to departmental planning.
- Liaise with site and ICT teams to resolve technical issues.

### **General Duties**

- Contribute to the ethos and vision of Hayle Academy.
- Undertake training and professional development as required.
- Support wider school activities such as break supervision and first aid (training provided).
- Support wider school activities such as open evening preparation for the Science Faculty.
- Provide cover or support across departments if needed.

### **General Responsibilities applicable to all staff**

- Demonstrate and promote the values of Truro and Penwith Academy Trust at all times.
- Contribute to the overall ethos and aims of the school.
- Follow and adhere to all agreed Child Protection and Safeguarding policies and procedures at all times.
- Make a positive impact on our students' lives and contribute to shaping a brighter future.
- Play a full part in the life of the school community and support its vision and ethos to encourage all staff and students to follow this example.
- Work effectively with other members of staff to meet the needs of students; prioritising students' needs.
- Act as a role model and set high expectations of conduct and behaviour.
- Appreciate and support the role of other professionals.
- Have a clear sight of how this role impacts on the school's students at all times.
- Work with professionalism in line with the Trust's Code of Conduct.
- Be aware of and comply with all policies and procedures at all times, especially those relating to child protection, health, safety and security, confidentiality, data protection and copyright, code of conduct, reporting all concerns to line manager.
- Be a positive influence on the climate and culture of the school and a positive role model at all times.
- Model good management practice across the Trust.
- Be aware of and support difference, ensuring equal opportunities for all.
- Actively promote the safety and welfare of our children and young people.
- Administer basic first aid and assist in the dispensing of medically prescribed controlled drugs in line with school procedures (only if trained to do so); recording on SafeSmart as required.
- Attend liaison events and effectively promote the school at open days/evenings and other events.
- Act as a Trust team member and provide support and cover for other staff where needs arise, inclusive of work at other sites within a reasonable travel distance.
- Be aware of and comply with all School and Trust policies and procedures.
- Undertake mandatory training, professional development, learning activities and appraisal procedures as appropriate.
- Attend and participate in relevant meetings and Trust based INSET as required.
- Responsible for your own self-development on a continuous basis; taking responsibility for your own CPD.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Maintain at all times the utmost confidentiality with regards to all reports, records, personal data relating to staff and students and other information of a sensitive nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- Carry out any other reasonable instructions commensurate with the post in order to support the work of the Trust and its Academies.

## Job Description

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. This job description does not form part of your contract of employment.

The post-holder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job.

This job description may be amended at any time in consultation with the post-holder.

## Special Conditions of Employment

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people, ensuring a culture of valuing diversity, and ensuring equality of opportunities, and expects all staff and volunteers to share this commitment. The post-holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The post-holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people.

All offers of employment are conditional and are subject to satisfactory pre-employment checks including receipt of original qualification documents, two satisfactory references, health screening, proof of eligibility to work in the UK, Childcare Disqualification check, a Disclosure and Barring Service (DBS) check and online searches.

## PERSON SPECIFICATION – Science Technician

| Person Specification                   | Essential                                                                                                                | Desirable                                                 | Recruiting Method                      |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|----------------------------------------|
| <b>Education and Training</b>          | GCSEs (or equivalent) in Science subjects                                                                                | Science A-levels or relevant technician qualification     | Application<br>Certificates            |
| <b>Skills and Experience</b>           | Experience working in a lab or educational setting<br>Willingness to undertake training (eg first aid, minibuss driving) | Experience supporting SEN students or inclusive education | Application<br>Interview<br>Assessment |
| <b>Specialist Knowledge and Skills</b> | Understanding of lab safety, COSHH, CLEAPSS<br>Commitment to safeguarding and promoting equality                         | Awareness of inclusive teaching practices                 | Application<br>Interview<br>Assessment |
| <b>Behaviours and Values</b>           | Reliable, proactive, team player                                                                                         | Interest in supporting student wellbeing and engagement   | Application<br>Interview<br>Assessment |