

JOB DESCRIPTION			
<b>JOB TITLE</b>	Science Technician (30 hours per week, Term Time Only)	<b>SALARY</b>	Pro Rata of £21,575 - £21,968
<b>RESPONSIBLE TO</b>	Head of Science	<b>LOCATION</b>	<b>The Bicester School</b>
<b>DIRECT REPORTS</b>	N/A	<b>TEAM</b>	Science
<b>LAST REVIEWED</b>	Date: May 2023	<b>Signatures (employee and line manager)</b>	
JOB PURPOSE			
<ul style="list-style-type: none"> <li>Under the instruction/guidance of senior staff: Provide general support in a specific curricula/resource area, including preparation, and maintenance of resources and support to staff and students</li> </ul>			
MAIN DUTIES AND RESPONSIBILITIES			
<p><b>SUPPORT FOR STUDENTS</b></p> <ul style="list-style-type: none"> <li>Support students in accessing learning activities under the guidance of the teacher</li> </ul> <p><b>SUPPORT FOR THE TEACHER</b></p> <ul style="list-style-type: none"> <li>Create and maintain a purposeful, orderly and productive working environment</li> <li>Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.</li> <li>Maintain records as requested</li> <li>Ensure the health and safety and good behaviour of students at all times</li> <li>Administer routine tests and invigilate exams</li> <li>Provide clerical/admin support</li> </ul> <p><b>SUPPORT FOR THE CURRICULUM</b></p> <ul style="list-style-type: none"> <li>Monitor and manage stock and supplies, cataloguing as required</li> <li>Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs</li> <li>Demonstrate and assist others in safe and effective use of specialist equipment/materials</li> <li>Undertake structured and agreed learning activities/teaching programmes</li> </ul>			

### **SUPPORT FOR THE SCHOOL**

- To have responsibility for safeguarding and promoting the welfare of children.
- To have due regard for issues of Health and Safety relating to staff, students and visitors.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the College
- 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
- Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities

### **GROUP/ EMPLOYEE RESPONSIBILITIES**

- To always work and act in accordance with the Trust's Vision, Values and Strategic Plan
- To demonstrate professional behaviours and Attributes
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust's policies and procedures
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
- To be accountable for own safety and that of colleagues/ visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested

QUALIFICATIONS & EXPERIENCE	TECHNICAL COMPETENCIES /KNOWLEDGE/SKILLS	BEHAVIOURAL SKILLS/PERSONAL ATTRIBUTES
<p><b>Essential/Desirable</b></p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• General technical/resource support - D</li> <li>• Good numeracy/literacy skills - E</li> <li>• NVQ Level 3 or relevant experience or specialist knowledge in relation to the Job Description - D</li> <li>• Professional Development relevant to the post - D</li> </ul> <p><b>Knowledge/ Experience</b></p> <ul style="list-style-type: none"> <li>• An interest in Education - E</li> <li>• Experience of working in a school environment - D</li> <li>• Knowledge of schools and issues relating to education - D</li> <li>• General technical support - D</li> </ul>	<p><b>Essential/Desirable</b></p> <p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Ability work quickly and accurately - E</li> <li>• Good ICT Skills - D</li> <li>• Use of relevant equipment - D</li> <li>• First Aid Training - D</li> <li>• Ability to repair faulty equipment - D</li> <li>• Knowledge of particular subject/technical area - D</li> <li>• Knowledge of relevant polices/codes of practice and awareness of relevant legislation – D</li> <li>• Technical skills eg soldering - D</li> </ul>	<p><b>Essential/Desirable</b></p> <p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Motivated and enthusiastic - E</li> <li>• Ability to use own initiative - E</li> <li>• Ability to work independently and to play a role within the team - E</li> <li>• Good communication skills both verbal and written - E</li> <li>• Ability to work under pressure - E</li> <li>• Ability to multitask - E</li> <li>• Ability to prioritise workload to meet challenging deadlines - E</li> <li>• Open to Change - E</li> <li>• Show a powerful commitment to continuous improvement and raising standards - E</li> <li>• Ability to relate well to children and adults – E</li> <li>• Ability to identify own training and development needs and co-operate with means to address these - E</li> </ul>

## ATTRIBUTES



### PROFESSIONAL

Employees work together collaboratively, building positive relationships to achieve great results, whilst communicating confidently and sensitively using appropriate technology, and always acting as an ambassador for their Department, Faculty, Team and the wider Activate Learning Group.

### AWARE

Employees recognise and understand emotions in themselves and others and are able to use this awareness to manage and adjust their behaviour and relationships.

### RESILIENT

Employees have the ability to sustain their energy levels under pressure, to cope and adjust to change and react positively and proactively to new ideas and ways of doing things, viewing change as a positive opportunity.



### CONFIDENT

Employees are positive in their approach, understand the needs and aspirations of their learners, colleagues and customers and feel assured within the principles of the Learning Philosophy to motivate and influence themselves to succeed, articulating how their contribution makes a difference.

### ENTERPRISING

Employees approach problems and challenges positively, demonstrate a desire to deliver new ideas and offer fresh insights, whilst continuously learning and improving to make a positive contribution to their Department, Faculty, Team and the business as a whole.

***This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.***

***Diversity Statement***

*Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Trust. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*

***Health and Safety Statement***

*All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.*

***Safeguarding Statement***

*Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Employment will be conditional upon receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role. These checks are not an exhaustive list, and some checks may be done in retrospect in line with legislation.*