

The Bicester School

Science Technician

30 Hours Term Time Only

Line Manager – Head of Department

LEVEL 2 (ALET Pay Scale 3 (5 – 6))

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

SUPPORT FOR STUDENTS

- Support students in accessing learning activities under the guidance of the teacher

SUPPORT FOR THE TEACHER

- Create and maintain a purposeful, orderly and productive working environment
- 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 students at all times
- Administer routine tests and invigilate exams
- Provide clerical/admin support

SUPPORT FOR THE CURRICULUM

- 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

SUPPORT FOR THE COLLEGE

- 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

Experience

- General technical/resource support

Qualifications/Training

- NVQ 2 or equivalent qualification or experience in relevant discipline
- Good numeracy/literacy skills

Knowledge/Skills

- Effective use of ICT
- Use of relevant equipment/resources
- Knowledge of particular subject/technical area
- Knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Ability to identify own training and development needs and co-operate with means to address these
- Ability to relate well to children and adults
- Relevant knowledge of first aid

Notes:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

