



— THE —
ELMGREEN
— SCHOOL —



DUNRAVEN EDUCATIONAL TRUST

SCHOOL TECHNICIAN (SCIENCE)

JOB DESCRIPTION

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| Responsible to: | Senior Science Technician |
| Pay scale: | NJC Scale 4 (7-10) (£29,412– £30,771 pro-rata) |
| Work pattern: | Full-time, Term Time Only |
| Location of post: | The Elmgreen School, SE27 9BZ |

OVERALL RESPONSIBILITY

The postholder will support the effective and efficient teaching and learning in the Science and other practical subjects through the provision of technical and other support

Duties

- Under the direction of the senior technician to prepare practical resources, equipment and materials to meet the needs of the science curriculum.
- To give technical advice to teachers and students.
- To assist class teachers with or to carry out demonstrations of scientific experiments.
- To ensure the maintenance of a healthy & safe working environment.
- To provide technical advice and support on health & safety issues to teaching staff and students.
- Dismantling of apparatus including washing up, disposing of waste materials, the cleaning and sterilisation of apparatus.
- Under the guidance of the senior technician to carry out routine checking and testing of and simple repairs to equipment.
- To support the senior technician in ensuring the availability and accessibility of materials and equipment including healthy & safe storage of equipment and resources.

- To participate in science enrichment activities such as educational visits, STEM clubs etc.
- To maintain First Aid Boxes and administer First Aid (following training if required).
- To attend Science department and Staff meetings as required.
- Be prepared to attend courses to update knowledge as required.
- To support the photocopying needs of the Department.
- To provide technical support for sound/lighting systems for school events.

Other

- To unequivocally support and promote the values and ethos of The Elmgreen School.
- To undertake training as required to meet the needs of the post.
- To take part in performance review meetings.
- To work in accordance with the Schools Health and Safety Policies and Procedure.
- Any other duties as directed by the Senior Science Technician.

Equal Opportunities

- Take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations.

Safeguarding

- Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

Health and Safety

- Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.
- Ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals. Undertake risk assessments as appropriate.

Data Protection

- When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.
- Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.
- Be informed of the data held on you during our recruitment process as explained in the recruitment privacy notice on our website.

The Elmgreen School is a non-smoking and non-vaping environment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION

You should seek to demonstrate how you meet the selection criteria in the information you provide on your application form and in your supporting statement.

Qualifications and Knowledge

Essential

- HND, Science degree or the equivalent (or relevant work based experience).

Desirable

- A-level Physics.
- Knowledge of current Health and Safety requirements and their implications.

Skills and Experience

Essential

- Broad based science knowledge and skills.
- Good organisational and time management skills to manage and prioritise workload.
- Proven interpersonal skills and the ability to communicate effectively both orally and in writing.
- Ability to use IT and support its use for student learning in science (including data logging) and administration.

Desirable

- Enthusiasm and interest in Physics.
- Experience of working in a school setting.
- Interest in assisting teachers and technicians in developing STEM activities.
- Experience in responding to the technical demands arising from curriculum development.

General

- Display a commitment and an ability to contribute to the protection and safeguarding of children and young people.
- Demonstrate personal integrity.
- Work to support the aims and ethos of the school.
- Flexibility in the approach to work and the demands of the post.
- Willingness to undertake professional development.

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