

### Job Description

<b>Job Title:</b>	Technician – Science
<b>Grade/Salary:</b>	Grade 5 (SCP 18 - 21)
<b>Reporting To:</b>	Lead Science Technician

#### **Job Purpose**

- Under the instruction of teaching staff, enhance learning by providing support for practical lessons;
- Prepare and maintain learning resources in subject area.

#### **Key Responsibilities and Accountabilities**

##### **The post holder will:**

- Support learning by setting up and clearing down after practical lessons;
- Prepare for lessons accurately and in good time;
- Support the use of specialist equipment and materials, as required by staff, or as the curriculum requires;
- Maintain and monitor stocks of learning materials, which may include chemicals;
- Support learning activities, under the guidance and direction of the classroom teacher;
- Provide support, direction and guidance to pupils during learning activities as deployed by the classroom teacher;
- Create and maintain an orderly and purposeful learning environment, including the prep room, and science stock rooms;
- Maintain records relating to stock and department resources;
- Support Health and Safety practices, by maintaining equipment in good order, ensuring routine maintenance and/or other checks take place in a timely manner;
- Ensure Health and Safety regulations are met through maintaining safe laboratories, preparation rooms and chemical storage areas;
- Report any hazards or Health and Safety concerns to Facilities team;
- Support learning through running and maintaining an effective ordering (booking) system that ensures practical lessons are supported and learning time is not lost;
- Where required, demonstrate safe and effective use of equipment or materials;
- Provide administration support, as and when required;
- Take registers or supervise classes for short periods of time, whilst the teacher is out of the room;
- Set up live streaming of lessons via Google Classroom for cover supervisors/teachers if required.

##### **Responsibilities for people (line management)**

- None.

##### **Responsibilities for Resources**

- Effective use of materials and resources;

- Effective deployment of materials and resources as directed by Lead Science Technician or Curriculum Leader.

#### **Responsibilities for Budgets**

- None.

#### **Performance Management and Review**

- Objectives and professional development plans will be balanced between the Trust, personal and school-focused objectives and will be formally agreed with your line manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required;
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Performance Management Policy.

#### **Core responsibilities and duties**

All postholders are required to:

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place;
- Read, uphold and promote the safety and well-being of pupils as set out in the Trust safeguarding procedures;
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals;
- Work effectively as part of team;
- Attend relevant meetings, as required;
- Participate in training and other learning activities and performance development as required;
- Treat all users of the school with courtesy and consideration;
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all;
- Be proactive in seeking appropriate advice and guidance where required;
- Flexible and willing to work between different sites as required.

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

### Person Specification

			Assessed by:	
No.	Categories	Essential or Desirable	App Form	Interview or Task
<b>Qualifications</b>				
1.	Level 2 in Numeracy and Literacy;	E	✓	✓
2.	Level 2 qualification in specialist area;	D	✓	
3.	First Aid qualification;	D	✓	
<b>Experience</b>				
4.	Experience working with children of relevant age;	E	✓	✓
5.	Experience of working in a similar support role;	E	✓	✓
<b>Abilities, Skills and Knowledge</b>				
6.	Able to work with MS Office packages, including Word, Excel and Outlook;	E	✓	✓
7.	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation;	D	✓	✓
8.	Ability to relate well to children and adults;	E	✓	✓
9.	Able to work effectively as part of a team, understanding roles and responsibilities of others and your own position within these;	E	✓	✓
10.	Able to organise self and work to tight deadlines with minimum supervision;	E	✓	✓
11.	Good knowledge of Health and Safety practices and understanding of safety in a school/classroom;	E	✓	✓
12.	Knowledge of the equipment used in Department/specialist area;	E	✓	✓
13.	Accuracy and attention to detail;	E	✓	✓
14.	Able to organise, plan and complete tasks;	E	✓	✓
15.	Able to be proactive and act on own initiative;	E	✓	✓
<b>Personal Qualities</b>				
16.	Excellent role model for young people and staff;	E	✓	✓
17.	Resilience and high personal standards;	E	✓	✓
18.	High expectations for self and others and a strong commitment to raising achievements.	E	✓	✓