

Post Title	Science Technician
JD Ref No.	ESP012
Responsible To	Curriculum Lead
Grade	Grade 5

Purpose	<ul style="list-style-type: none"> Under the instruction/guidance of senior staff: Provide general support in the Science curriculum area, including preparation and maintenance of resources and support to staff and students.
Support for Pupils	<ul style="list-style-type: none"> Provide information for students and teachers on the correct way to handle equipment and chemicals in order to avoid accidents and/or damage to equipment. Assist with laboratory demonstrations on how to use equipment and provide technical support to students and teachers (experienced and trainees), including health and safety advice to ensure that correct procedures are adhered to at all times. Establish productive working relationships with students, acting as a role model and setting high expectations. Promote the inclusion and acceptance of all students
Support for the Teacher	<ul style="list-style-type: none"> Prepare solutions and assemble apparatus in order to ensure that the correct resources are available for practical lessons. Create and maintain a purposeful, orderly and productive working environment which is also healthy and safe, and to report all health and safety concerns to the appropriate person in accordance with school policy Under guidance of supervisor / Head of Department to ensure routine and non-routine checking, maintenance, cleaning, testing and repairing of equipment to ensure that all equipment is safe and ready to use in lessons. The timely and accurate design, preparation and use of specialist equipment, resources and materials as required by staff and the curriculum. Maintain records relevant to the specific curriculum area. Undertake clerical and administration tasks relevant to the specific curriculum

Support for the Curriculum	<ul style="list-style-type: none"> • Ensure lessons are appropriately resourced with the materials and equipment required enabling staff and students to make most efficient use of lesson time. • Monitor and manage stock and supplies for the specific curriculum area, cataloguing and re-ordering as required. • Maintenance of specialist technical equipment, check for quality, and safety, undertaking repairs and modifications and reporting other damage in accordance with the school policy • Demonstrate and assist others in safe and effective use of specialist equipment and materials • Maintain a current knowledge of health and safety requirements, including attending courses as required • Perform health and safety checks and ensure equipment and laboratories are clean and tidy in order maintain a safe and stimulating learning environment for students. • To organise resources for open evenings and taster days.
General	<ul style="list-style-type: none"> • Attend Staff Briefings/ meetings where appropriate. • Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure equal opportunities for all • Contribute to the overall ethos/work/aims of the school • Participate in training and other learning activities and performance management as required • Other duties as required in support of the school within the scope of this post.

	Essential	Desirable
Qualifications/Training (Competencies)	<ul style="list-style-type: none"> • GCSE Science or equivalent • Good numeracy and literacy skills 	<ul style="list-style-type: none"> • A level Science or equivalent • Participation in development and training opportunities.
Relevant Experience	<ul style="list-style-type: none"> • Working in a team and on own initiative 	<ul style="list-style-type: none"> • Effective use of IT • Experience working in a school-based/education environment • Working with young adults. • Experience/knowledge in subject areas and related practical skills, • Providing general technical/resource support.
Knowledge	<ul style="list-style-type: none"> • Awareness of Health and Safety in relation to area of work - Science 	<ul style="list-style-type: none"> • Awareness of practices and procedures within subject area and a wider educational setting relating to the welfare and safety of pupils. • Confident in using technical scientific equipment

Skills	<ul style="list-style-type: none"> Ability to relate well to children and adults Able to work constructively as part of a team and good communication skills Good organisational skills and personal time management Care and attention to detail with a conscientious and methodical approach to work Ability to work under pressure, prioritize tasks and work to deadlines 	
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ADDITIONAL INFORMATION	<ul style="list-style-type: none"> Occasional attendance at meeting outside of normal hours. It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to job descriptions after consultation. All external appointments are subject to Cumbria Education Trust's standard probation periods and assessment
SAFEGUARDING	<p>Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post.</p> <p>Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>All staff members are required to complete an enhanced DBS disclosure.</p>