



Job Description

TITLE OF POST: Science Technician

RESPONSIBLE TO: Executive Headteacher & Head of School

LINE MANAGER: Director of Learning; Science

SALARY GRADE: Scale 3- Scale 4

JOB PURPOSE:
<ul style="list-style-type: none">• Provide full technician support to the Science technicians and teaching staff, with particular regard to the preparation and clearing of lesson materials and maintenance and repairs of equipment.
CORE REQUIREMENTS
<p>In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics, and in particular will:</p> <ul style="list-style-type: none">• Inspire trust and confidence in colleagues and all other stakeholders.• Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.• Promote the wider aspirations and values of the school.• Recognise the importance of confidentiality and uphold the requirements of the new GDPR legislation.• To be an effective communicator with all stakeholders, visitors and external companies.• To be not only proactive but also reactive to the daily demands of the role.• Punctuality and reliability.

KEY RESPONSIBILITIES

- To ensure the efficient preparation and organisation of equipment for lessons as required.
- To clean equipment and laboratories after each lesson and any chemical spillage when they occur.
- To ensure safe storage and use of laboratory equipment.
- To support teachers in the setting up of equipment.
- To maintain stock as required.
- To undertake routine photocopying as required.
- To liaise with caretaking staff regarding any gas/fume problems that may occur.
- To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to laboratories.
- To assist in ensuring the safe conduct of pupils in the department.
- To carry out any other reasonable duties as directed by the Senior Leadership Team.
- To support the Science departments across both sites (Jaywick Lane and Walton Road) including KS3-KS5.
- To liaise with other departments/schools re use of additional/specialist equipment.

SAFEGUARDING RESPONSIBILITIES

- Demonstrate a commitment to keeping children and young people safe.
- Report any disclosure made to you to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

The Local Governance Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the school's Code of Conduct and Leave of Absence policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust or the Local Governance Committee to carry out appropriate duties within the context of the job, skills and grade.

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

Signed:	Post holder	Date:
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Signed:	Line manager	Date:
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Signed:	Executive Headteacher/Head of School	Date:
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Person Specification

	Essential	Desirable
5 GCSEs (including Science & Maths) at Grade C and above or equivalent	✓	
Further education in a science based subject		✓
Good organisational skills. Ability to remain calm under pressure	✓	
Ability to plan and manage own time effectively	✓	
Basic knowledge of First Aid		✓
Awareness of and promotion of equality	✓	
Good understanding of Health & Safety	✓	
Understand and support child protection procedures	✓	
Working knowledge of general school policies and procedures		✓
Demonstrate a clear commitment to develop and learn in the role	✓	
Good numeracy skills	✓	
Excellent working knowledge of equipment and ICT packages relevant to specialist area	✓	
Ability to use clear language to communicate complex information unambiguously, Ability to listen effectively	✓	
Ability to negotiate effectively with adults and children		✓
Good understanding and support the differences in children and adults in relation to the role	✓	
Good understanding of the school curriculum in support of the role relevant to specific area	✓	
Good understanding of how the role contributes to child development		✓
Ability to make a proactive contribution to the work of the team supporting children	✓	
Ability to establish rapport and respectful and trusting relationships with children and other adults	✓	
Ability to work effectively with a range of adults.	✓	
Ability to provide timely and accurate information	✓	
Ability to plan and manage own time effectively	✓	
Demonstrate a highly creative approach to supporting learning		✓