

### Job Description

<b>Job Title</b>	Science Technician
<b>Grade</b>	D
<b>Responsible To</b>	Faculty Leader for Science / Team Leader Technician / Senior Technician
<b>Staff Managed</b>	None
<b>Job Family</b>	Technicians
<b>Job Purpose</b>	To work under the supervision and direction of teachers to support learning by providing technical assistance, through the coordination, preparation and maintenance of teaching areas and equipment for students
<b>Job Context</b>	To prepare resources, materials and equipment for science lessons as directed  To work within the school in supporting teachers with practical science lessons where the post holder may be subject to disagreeable working conditions. Due to the nature of the role, the postholder may be required to wear protective clothing for their own safety.
<b>Accountabilities / Main Responsibilities</b>	
<b>Operational Issues</b>	<ul style="list-style-type: none"> <li>● Prepare resources / materials / equipment for lessons, as directed</li> <li>● Support practical activities for students</li> <li>● Give basic technical advice to teachers, technicians and students which may entail assisting with demonstrations.</li> <li>● Offer guidance, assistance and support to students &amp; teachers on the practical aspects of the curriculum</li> <li>● Record observations in an appropriate manner</li> <li>● Assist with basic demonstrations</li> <li>● Know your role in supporting and promoting development</li> <li>● Keep up to date with current procedures and practices through continuing professional development</li> <li>● Undertake record keeping as required</li> <li>● Administer first aid for students and staff as required</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>● Communicate effectively with all students and colleagues</li> <li>● Liaise with all areas of the school and outside organisations</li> <li>● Remember and understand the procedures and legislation relating to confidentiality issues that apply to your role</li> <li>● Interact with students in a supportive way to aid the development of their ability to think and learn</li> <li>● Listen to concerns; recognise and take account of signs of change in attitudes and behaviour</li> <li>● Have the ability to use clear language to communicate information unambiguously to others including children, young people, their families and carers</li> </ul>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>● Carry out stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records</li> <li>● Assist with designing, constructing and modifying apparatus/equipment</li> <li>● Lead on routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard</li> <li>● Ensure the availability of suitable materials and equipment and suggesting alternatives for suitability and economy</li> <li>● Participate in training and learning activities and performance development as required</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>● Be committed to safeguarding and promote the welfare of children, young people and adults as appropriate</li> <li>● Log any safeguarding concerns on CPOMS</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>● Attend staff meetings and training days by agreement with their manager</li> </ul>

<b>Data Protection</b>	<ul style="list-style-type: none"> <li>● To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>● To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>● Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement.</li> <li>● Develop own understanding of equality issues.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>● Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Policies and Procedures</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>● The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>● The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>● Understand your own role and its limits, and the importance of providing care or support.</li> </ul>

### Person Specification

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<b>Staff Managed</b>	None	
<b>Job Family</b>	Technicians	
<b>Essential</b>	<b>Desirable</b> (if not attained, development may be provided for successful candidate)	
<b>Knowledge</b>		
<ul style="list-style-type: none"> <li>● Knowledge of specialist equipment and materials</li> </ul>		
<b>Experience</b>		
<ul style="list-style-type: none"> <li>● Appropriate experience of working with children in a science-related field</li> </ul>		<ul style="list-style-type: none"> <li>● Experience of working in a school environment</li> </ul>
<b>Occupational Skills</b>		
<ul style="list-style-type: none"> <li>● Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, pupils and parents.</li> <li>● Demonstrable interpersonal and communication skills</li> <li>● Ability to work successfully in a team</li> <li>● Able to exercise discretion &amp; judgement</li> <li>● Self-motivated to complete required duties.</li> <li>● Confidentiality</li> <li>● Good time management skills</li> </ul>		<ul style="list-style-type: none"> <li>● Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable time frame</li> </ul>
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>● Level 2 qualification or equivalent in a science or science-based subject</li> </ul>		<ul style="list-style-type: none"> <li>● Appropriate first aid training (<i>dependant on the school's needs</i>)</li> </ul>
<b>Other Requirements</b>		
<ul style="list-style-type: none"> <li>● Enhanced DBS clearance</li> <li>● Commitment to the school's policies and ethos</li> <li>● Commitment to Continuing Professional Development</li> <li>● Motivation to work with children and young people</li> <li>● Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>● Emotional resilience in working with challenging behaviours and attitudes, using authority and discipline where appropriate</li> </ul>		