Dartmoor Multi Academy Trust
...everyone in our Trust...

Support Staff: Job Description and Person Specification

Position Title	Science Technician
Reporting to	Curriculum Lead
Hours	28 hours per week for 40 weeks per year
Grade/Point Range	D 8 to 12

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Summary of Role:
Technicians play a vital role in the provision of high-quality teaching and learning in schools, from looking after specific equipment to helping staff to ensure that lessons are resourced effectively so that students can achieve their potential. Working conditions are varied. Technicians take on a wide range of tasks at work, which usually include some of the following:

Main Duties and Responsibilities:

This role will primarily support the staff and students working in and around the practical subjects in the College, namely, the Science Department. Technicians play a huge role in supporting high quality teaching and learning to occur inside and outside of the classroom environments and are key to students achieving the highest possible sense of achievement. We expect the main duties and responsibilities to include (but not limited to).

- Maintaining, cleaning, and storing equipment to expected standards including mandatory checks and in readiness for delivering teaching.
- Leading the allocation of work and performance of other technicians as and when required.
- Liaising with community groups and primary schools to develop strong school links.
- Constructing and modifying apparatus in preparation for delivering teaching.
- Setting up class tasks including specialist equipment as required and as required by teaching staff.
- Arranging with external contractors to carry out safety and maintenance checks.
- Maintaining, storing, stocktaking, and managing learning materials and resources relevant to the role, that may include dangerous chemicals and monitoring and working to set financial budgets.
- Supporting teachers in the planning and implementation of lesson practices.
- Taking an active part in demonstrations and episodes of teaching that will include supporting practical classes and providing technical assistance to students and staff as required.
- Creating, maintaining, and updating risk assessments and ensuring compliance with Health and Safety standards.
- Keeping up to date with relevant qualifications and holding relevant certifications to use chemicals, equipment and machinery as required.
- Keeping hazardous materials secure.
- Maintaining an up-to-date knowledge of working practices specific to role.
- Assisting with trips and visits as required.
- Preparing resources for college open events.

- Maintaining an up to date first aid certificate (paid for by the college) and supporting the first aid provision in the college.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.
You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.

Person Specification:

Attribute	Essential	Desirable
Professional Qualifications and Learning	• GCSE grade C or equivalent in English and Maths • Monitor condition and shelf life of all apparatus and machinery if appropriate with reg health and safety checks	• Role / Subject specific qualifications • Experience working with similar machinery and or subject specific equipment
Experience	• Experience of dealing with young people • Good knowledge and understanding of financial procedures	• Recent experience in subject area
Skills	• Proven ability to communicate effectively, verbally and in writing, at all levels • Excellent grammatical, spelling and punctuation skills • Ability to work on own initiative and to meet deadlines • Strong organisational and planning skills • Manage own time and priorities effectively • Good working knowledge of Microsoft Office • Reliable and trustworthy • Ensure specific debris and hazardous materials in according to Health and Safety guidance within subject area • Diagnose faults and take necessary action includes proposal of alternatives for damaged/faulty equip and machinery • Maintain all safety equip used by all staff, teachers and students	• Ability to solve problems and find creative solutions. • Calm under pressure with a flexible and adaptive approach to work. • Awareness to and commitment to equality issues.
Additional	• Ability to work effectively as part of a team and work collaboratively with parents/carers.	• Committed to personal and professional development.

	• Displays commitment to the protection and safeguarding of children and young people. • Up to date knowledge and understanding of relevant legislation and guidance in relation to the protection and safeguarding of children and young people. • A highly professional approach to their work. • Embodies the Trust's vision and values.	• Able to manage time effectively. • A belief in the ability of children and young people to achieve and overcome obstacles to their learning.

Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed……..

Dated……