

Science Technician

Job Description	
POST TITLE:	Science Technician
GRADE:	Grade 5 pt 6-11
CAR USER:	
LOCATION:	St Augustine's RC High School
RESPONSIBLE TO:	Mr M Burrow
STAFF RESPONSIBLE FOR:	
JOB PURPOSE:	The main objectives to be achieved by the Postholder
<p>Purpose of the role (job statement)</p> <p>To work with teachers as part of a professional team to support learning by providing technical assistance through working with pupils in the delivery / demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for pupils.</p>	
<p>MAIN ACTIVITIES</p> <p>Accountabilities/Responsibilities – appropriate for this post:</p> <p>Key duties:</p> <ol style="list-style-type: none"> 1. Plan, prepare and set up specific curriculum resources / materials / equipment for lessons, as directed by the class teacher. 2. Implement structured and agreed practical learning activities for groups or on a one-to-one basis, as prepared by, and under the direction of, the class teacher. 3. Develop, prepare and maintain specialist resources as required. 4. Ensure the safe and secure storage of allocated resources / materials / equipment to prevent unauthorised access / misuse. 5. Clean and undertake maintenance of equipment as needed to ensure it is clean and in good working order. 6. Update records, including production of reports and analysis of information. 7. Contribute to planning and development of systems, policies and procedures for their technical area. 8. Ensure the prep room is clean and tidy and all labs are fully equipped. <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> 1. Ensure the adherence to health and safety regulations by technical support staff within the school. 2. Demonstrate the use of equipment to technical and other staff. 3. Provide clerical and administrative support to the classroom teacher as directed. 4. Order and maintain resources within an agreed budget. Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards. <p>Additional supporting information – specific to this post.</p>	

Indicative knowledge, skills and experience

- Should be able demonstrate significant experience or technical knowledge in a relevant technical area.
- Knowledge of appropriate use of specialist equipment and ability to communicate and demonstrate this knowledge effectively to staff and pupils.
- This profile would be applicable for technicians working in Science, Design & Technology, Art, Food Technology, Performing Arts or Sport.

General

- To fully participate in the School's appraisal scheme where appropriate.
- The duties may be varied by the Headteacher / Romero Catholic Academy Trust to meet changed circumstances in a manner compatible with the post held.

Additional: To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school.

Note:

In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

Prepared by:

Yasmin Desai

Date: February 2024

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Grade Profile

Level Five – Operative / Support (Grade 5)

<p>Level Five Purpose</p> <p>To apply practical methods, techniques, work procedures or processes in support of, or delivery of, the service.</p>
<p>Scope of Work</p> <p>Role holders will undertake a range of standardised procedures, some of which maybe relatively complex, and use associated tools and equipment. Role holders may be expected to respond independently to unexpected problems or situations.</p>
<p>Accountabilities/Responsibilities</p> <p>Role holders may be responsible for:</p> <ul style="list-style-type: none"> ▪ Instructing and checking the work of others; or ▪ Planning and organising tasks; or ▪ Interpreting information, solving task-related problems or implementing regulations; or ▪ Producing work of the required standard; or ▪ Providing advice and guidance on established internal policies and procedures.
<p>Skills, knowledge and experience</p> <ul style="list-style-type: none"> ▪ Previous relevant experience or the ability to demonstrate the competence to carry out the job. ▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable. ▪ Enhanced skills appropriate to the job discipline. <p>In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.</p>
<p>Performance Measures</p> <ul style="list-style-type: none"> ▪ Completion of work to required standards and deadlines.

Person Specification		
Post title: Science Technician	Grade: 5	
Directorate: Schools		
Establishment or team: St Augustine's RC High School		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF) or interview (I)
Qualifications Level 2 qualification (or equivalent) in English Language and Maths	E	A
Experience Previous experience of working within a Science department Experience of undertaking a similar role Experience of managing stock control and keeping records Experience of using Science equipment	D D E E	A/I A/I A/I A/I
Knowledge, skills and abilities		
Knowledge of CLEAPSS Knowledge of Health and Safety Regulations Confident user of ICT Good planning and organisational skills and flexible approach to workload. Excellent communication skills both written and oral and the ability to communicate effectively with staff and pupils.	D D E E E	A/I A/I A/I A/I A/I

Other (including special requirements)		
1. Flexible with regards to working hours	E	I
2. A willingness to undertake training	E	I
3. Commitment to safeguarding and protecting the welfare of children and young people	E	I
4. Commitment to equality and diversity	E	I
5. Commitment to health and safety	E	I

Prepared by: Yasmin Desai

Note: We will always consider your references before confirming a job offer in writing.	February 2024
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