



Altwood
Church of England School

Science Technician

Person Specification: Science Technician

	Essential	Desirable	How to be tested
<p>Qualification criteria:</p> <ul style="list-style-type: none"> + 5 good GCSEs including English and Maths at Grade C or above (or equivalent). + Excellent word processing skills – and typing speed at least 45wpm + Excellent Microsoft Office & Microsoft publisher or similar skills. + Eligible to work in the UK. + St John’s Ambulance First Aid or equivalent or prepared to undertake training. 	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>Application form & evidence</p>
<p>Experience:</p> <ul style="list-style-type: none"> + Previous experience of science technician role. + Experience of working with children or young people. + Experience of working under a pressurized environment with competing deadlines. 	<p>√</p> <p>√</p> <p>√</p>	<p>√</p>	<p>Application form</p>
<p>Vision and Strategy:</p> <ul style="list-style-type: none"> + Vision Aligned with Altwood CofE School’s high aspirations and high expectations of self and others. 	<p>√</p>		<p>Interview</p>
<p>Behaviours, Skills and Abilities:</p> <ul style="list-style-type: none"> + Able to act on own initiative and challenge existing processes. + Physically fit, able to lift heavy/awkward items. + Able to operate, maintain and repair a variety of specialist equipment + Must have manual dexterity. + Knowledge of specialist products relevant to the subject area + Able to remain calm in a busy, noisy environment. + Must relate to pupils sympathetically and be able to facilitate + Develop and maintain knowledge of current developments in their specialist area. + Good level of literacy and numeracy + Ability to relate sympathetically to children. + Understanding of the educational objectives of the school. + Commitment to training/development of knowledge + Understanding of child protection issues 	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>Interview</p>
<p>Other:</p> <ul style="list-style-type: none"> + This post is subject to an enhanced DBS disclosure. + The post holder must be committed to safeguarding the welfare of children. 	<p>√</p> <p>√</p>		<p>Interview</p>



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Science Technician

Job Description: Science Technician

Line Manager:	
Posts directly supervised:	None
Main Purpose of Role:	To provide technical support services to Science, including the preparation of materials, setting up of equipment for class practical sessions and maintaining equipment for use.
Conditions of Service:	Reference should be made to the TDA publication National Occupational Standards for Support Staff.
Grade and Salary	Scale 3 Point 5-6 £14,237- £14,521 (actual) based on 30 hours a week.

Main Duties:

Organisation

- ✚ Organise the preparation and construction of materials and equipment for use in lessons
- ✚ Work as support to teachers in lessons as appropriate
- ✚ Undertake structured and agreed learning activities/teaching programmes
- ✚ Organise the use of display space within the department and throughout the school as directed by the Head of Science and the Senior science technician

Administration

- ✚ Keep a check on departmental stock levels and supporting the Head of science / Senior science technician to administer the ordering, issue and distribution of stock
- ✚ Carry out routine administrative tasks for the Head of science / Senior science technician eg. photocopying, filing, collecting post, running errands, typing etc.





Resource

- ✚ Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, E-mail, photography equipment)
- ✚ Maintain and repair the apparatus/ equipment used by the department and report other damages/needs
- ✚ Construct items within the department to improve effective use of space and/or delivery of the curriculum
- ✚ Maintain tidy and organised workspaces and storage areas
- ✚ Maintenance of specialist apparatus/equipment, check apparatus/equipment and ensure health and safety guidelines are adhered to
- ✚ Provide advice and guidance to staff, students, parents/carers and others

Other

- ✚ To attend staff briefings and meetings in accordance with the calendar.
- ✚ To participate in INSET (Professional Development Days) as required.
- ✚ To participate in Staff Appraisals and absence management meetings in line with school policy.
- ✚ To undertake a thirty minute duty each week if required.
- ✚ To provide First Aid Cover.
- ✚ To undertake invigilation duties as required.

General responsibilities:

-  As a member of support staff contribute to the overall leadership and management of the school and to be proactive in supporting an ethos that recognizes and celebrates success and promotes high expectations and aspirations.
-  Contribute to the effective management of the school through the implementation of school policies, code of conduct.
-  Attend meetings relevant to the post.
-  Other duties as the Head may reasonable require.

Specific areas of responsibility allocated will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the school. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:

Signature:

Date: