

## Job description

<b>Job title: Science Technician</b>	<b>Status: Permanent</b>
<b>Team: Science Faculty</b>	<b>Reports to: Senior Science Technician</b>
	<b>Direct reports: None</b>
<b>Department: Science</b>	<b>Departmental budget holder: No</b>

### Position context:

**Our purpose:** To inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be; to create a passion for lifelong learning; to enable our pupils to become confident and impactful world citizens.

### Position purpose:

The role of the technician is to support safe and secure learning and teaching using technical skills, knowledge and expertise and specific health and safety know-how.

### Position accountabilities:

Accountability	Key activities
Strategy	<ul style="list-style-type: none"> <li>Is aware of and understands the ELAT Vision, Mission and Values</li> </ul>
Planning	<ul style="list-style-type: none"> <li>Update or devise Risk Assessments</li> <li>Prepare, test, trial organise and deploy: Materials and resources. Tools, equipment, plant and apparatus Experiments and demonstrations.</li> </ul>

Accountability	Key activities
Delivery	<ul style="list-style-type: none"> <li>• To work with pupils individually or in small groups to support, help and supervise their work. To respond to queries and supply information and advice. (These responsibilities to be carried out under the supervision of the teacher).</li> <li>• To assist teachers, other technicians or other school staff with technical aspects which support learning and teaching</li> <li>• To prepare relevant teaching and learning facilities and to ensure that such facilities are safe and secure for use by students and teachers.</li> <li>• To carry out an agreed programme of scheduled routine maintenance to tools, equipment, systems and procedures and carry out ad hoc minor repairs</li> <li>• To carry out an agreed scheduled and recorded programme of safety checks on resources, equipment and materials – reporting issues to the line manager where relevant.</li> <li>• To administer first aid in the relevant department/faculty (after relevant training) and to administer a range of emergency procedures in the event of emergency, accident or other unforeseen circumstances</li> <li>• To clean up specialist tools, equipment, materials and resources and to make sure that teaching and learning facilities are clean and safe for use. To dispose of waste safely.</li> </ul> <p><u>Note:</u> Whilst technicians do not substitute for school cleaners, non-specialist cleaners cannot be expected to safely clean up (potentially) dangerous materials and equipment.</p> <ul style="list-style-type: none"> <li>• To be responsible for the storage and security of resources, tools, materials and consumables, their ordering and purchase in accordance with the financial procedures of the school and for ensuring that adequate supplies are maintained</li> <li>• To be responsible for receipt and delivery of resources, tools materials, equipment and consumables and for their safe movement around the facilities of the school</li> <li>• To use and develop ICT skills to support the administrative requirements of the post.</li> <li>• To complete school based induction and any subsequent training required to improve performance.</li> </ul>
People Management / Organisational Development	<ul style="list-style-type: none"> <li>• To fully take part in the Trust's performance management system</li> <li>• Maintain the required level of competence required through CPD and statutory updates</li> </ul>
Information Management and Reporting	<ul style="list-style-type: none"> <li>• To carry out the regular audit and maintain an up-to-date inventory using the agreed recording procedures of the school</li> </ul>

Accountability	Key activities
Data Protection	<ul style="list-style-type: none"> <li>All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>Hold responsibility for avoiding action that could threaten the health or safety of themselves, other employees, pupils, customers or members of the public.</li> </ul>
Good Citizenship	<ul style="list-style-type: none"> <li>Holds personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such</li> </ul>

### Key Stakeholders:

Internal: Pupils and Teachers, fellow technicians

External: Parents and Carers

### Knowledge, skill and experience requirements

Essential:

- Ability to organise workload, prioritise tasks and meet deadlines
- Ability to work independently and support the work of the team
- Ability to be flexible and respond effectively to the "unexpected"
- Effective communication/interaction with adults and young people
- Awareness of sensitive information and the need for confidentiality
- An understanding of specific technical health, safety and security issues in schools
- Know how to carry out basic health and safety checks, tests and routine maintenance
- Ability to implement the practical tasks associated with security of materials and resources
- Awareness of the application of ICT to the school and national curriculum
- GCSE (grade 4 or above) in English and Mathematics
- Willingness to develop own skills and work towards NVQ level 2 Laboratory and Associated Technical Activities

Desirable:

- Specific curriculum relevant knowledge
- Competent in word processing and data base operations
- Six months' experience in a technical function



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### Key behaviours:

- Demonstrate and role model Trust values which are:
- *Passion*
- *Respect*
- *Inclusion*
- *Challenge*
- *Openness*