



JOB TITLE: Science Technician

REPORTS TO: Science Technician Team Leader

BAND: Scale 4

JOB PURPOSE

The Senior Technician's role is to work with the Science Technician Team Leader to ensure effective day to day operation of the Science Department. To assist with departmental development and to deputise for the Science Technician Team Leader in their absence. They are responsible for securing the quality of the technical support service, its planning, development, monitoring and review and for the effective and efficient day-to-day functioning and long term of support to teachers and pupils.

KEY CORPORATE ACCOUNTABILITIES

- To actively promote the Trust's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the Trust's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc, the Trust's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the HR Director, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

PRINCIPAL ACCOUNTABILITIES

To actively maintain systems to manage the organisation and deployment of:

- Materials and resources
- Tools, equipment, plant and apparatus
- Experiments and demonstrations
- To support teaching and learning
- Technical support staff

• Liaise with school staff outside the department on a day to day basis i.e. site staff, cleaners and admin staff to ensure best outcomes for the department.



- To work with students individually or in small groups to support, help and/or supervise their work. To respond to queries and supply information and advice. Be prepared to act in a supervisory role during occasional school visits (These responsibilities to be carried out under the supervision of the teacher). To respond to queries and supply information and advice direct to students.
- To support teaching and learning in the classroom as and when is necessary.
- Assist with regular (minimum yearly) stock takes of chemicals and consumable resources and a program of reordering.
- Undertake a regular program of maintenance for large pieces of equipment, tools and manage minor repairs in line with departmental, school, the manufacturers and insurance policies.
- Work with the Science Technician Team Leader to develop and implement new ideas, strategies and schemes of work.
- To advise and support teachers, the technician team and other school staff with technical aspects (specified in paragraph 1 above) which support teaching and learning, and high standards of health and safety.
- To assist in the implementation of an agreed program of scheduled routine maintenance to tools, equipment, systems and procedures and manage minor repairs
- To take appropriate action to identify, evaluate and minimise and manage any risks to health, safety and security in the immediate working environment in line with school procedures and in accordance with specialist knowledge.
- To assist in the implementation of an agreed scheduled and recorded programme of safety checks on resources, equipment and materials
- In the absence of the Science Technician Team Leader this post will administer a range of emergency procedures in the event of emergency (including acting as liaison officer between the Science Department and The School Office) accident or other unforeseen circumstances to include provision of technical information to the school office, for communication to parents and with emergency services.
- To use and develop ICT skills to support the administrative requirements of the post
- In the absence of the Science Technician Team Leader supervise the work of the Science Technician on a day-to-day basis & manage aspects of their induction.
- To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.

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- To complete school based induction and any subsequent training required to improve performance including first aid training.
- To take part in the school performance management system, in accordance with school policies.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

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

I confirm that I have read and understood, and that I accept, the above job description:

Signature : Date: Name in full



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General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working in specialist area in learning environment NVQ Level 2 or equivalent in specialist area
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and general outstanding of the school
	Literacy	Ability to read and write technical reports
	Numeracy	Good numeracy skills
	Technology	Excellent working knowledge of equipment and ICT packages relevant to specialist area
Communication	Written	Ability to write reports, letters etc
	Verbal	Ability to use clear language to communicate complex information unambiguously Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults Knowledge of specialist terminology etc.
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Understand and support the differences in children and adults in relation to the role
	Curriculum	Good understanding of the school curriculum relevant to specific area
	Child Development	Good understanding of how the role contributes to child development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a contribution to the work of the team supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure



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	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to supporting learning
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role