



Science Technician

Job Description

Objectives of the role:

Under the guidance of the Director of Science:

- provide technical support to ensure the smooth running of the Science Faculty, including the preparation and maintenance of resources and support to staff and students.

SCIENCE TECHNICIAN: KEY DUTIES AND RESPONSIBILITIES

Support for Students

- Use specialist skills/training/experience to support students.
- Help in classroom if required.

Support for the Teacher

- Create and maintain a purposeful, orderly and productive working environment.
- Be responsible for timely and accurate preparation, storage, maintenance and use of specialist equipment/resources/materials including all laboratory equipment.
- To supply classroom equipment as requested and clear away after use.
- Contribute to planning, development and organisation of systems/procedures/policies.
- Be responsible for maintaining records, information and data, producing analysis and reports as required.
- Promote and ensure the health and safety of the working environment.
- Administer and assess routine tests.
- Provide administrative support for the teachers where identified.

Support for the Curriculum

- Be responsible for the management of stock levels, ordering supplies and maintaining accounts in liaison with the Director of Faculty.
- Be responsible for maintenance/quality/safety of specialist equipment, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others.
- Provide specialist advice and guidance as required.
- Assist in the safe and effective use of specialist equipment/materials.
- Preparation and maintenance of displays as required.
- Maintaining Faculty IT resources.

Responsibilities

- Be aware of and comply with policies relating to health and safety, reporting all concerns to an appropriate person
- Be aware of and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support the smooth running of the faculty
- Participate in training and other learning activities and performance development as required
- Support with visits from primary schools to the faculty
- Assist in the planning and preparation for open evening; helping out in the practical activities
- Recognise own strengths and areas of expertise and use them to advise and support others



(This job description is not intended to be exhaustive and it is expected that there will be other tasks to be agreed from time to time).

John Mason School is committed to Staff Development and to achieve this end all members of staff have an annual Staff Development interview with a colleague to look back over the past 12 months, review work and training needs and to look forward and plan personal development for the forthcoming 12 months.

All non-teaching employees are subject to a probationary period of 6 months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence

For all staff – *You have specific responsibilities under Health & Safety legislation to ensure that you:*

- *Take reasonable care for your own health and safety and that of others affected by what you do or do not do*
- *Co-operate on all issues involving health and safety*
- *Use work items provided for you correctly, in accordance with training and instructions*
- *Do not interfere with or misuse anything provided for your health, safety or welfare*
- *Report any health and safety concerns to your line manager as soon as practicable*

Safeguarding

Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
- Display commitment to the protection and safeguarding of children and young people
- A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
- Comply with safeguarding training expectations

Hours: 32 hours per week in total term time only plus five INSET days.

Grade: NJC Grade 6



Science Technician/Admin Support: Person Specification

Experience	<ul style="list-style-type: none"> • Experience of similar work 	<i>Desirable</i>
Qualifications/ Training	<ul style="list-style-type: none"> • Good numeracy/literacy skills • Health and Safety training • Appropriate knowledge of first aid 	<i>Essential</i> <i>Desirable</i>
Knowledge/Skills	<ul style="list-style-type: none"> • Effective use of ICT and other specialist equipment/resources • An eye for detail • Use of relevant equipment/resources • Knowledge of particular subject/technical area including assessment criteria and processes • Knowledge of relevant policies/codes of practice and awareness of relevant legislation • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Flexibility • Positive, can-do attitude • Respect for the state education system and all those who work so hard to make John Mason a thriving school 	<i>Essential</i>

February 2022

Name:	
Signed:	
Date Agreed:	