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JOB DESCRIPTION

Science Technician

**Full time or part time job share 37 hpw
(plus 5 days if required) Term Time Only**

Baldon School, formerly a Specialist Sports College, is primarily an 11-16 Comprehensive with some Post 16 development and an excellent reputation.

You will be a key member of our Science Technology Faculty providing general support to staff and students, to ensure the smooth operation of the Faculty, including the preparation and maintenance of materials and resources for the department and in giving practical support in the classroom to teachers and students.

Core Duties

1. You will provide support for the Faculty. You will:

- Support learning by assisting students and teaching staff during all practical classes including demonstrations of skills, techniques and equipment.
- Maintain laboratories and preparation rooms in an orderly state.
- Ensure that the same are in a safe condition at the completion of the school day by switching off electrical apparatus, disconnecting apparatus, Bunsen burners, etc.
- Set up ICT equipment for lessons.
- Access Science software.
- Set up audio/visual equipment.
- Provide timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
- Maintain records for risk assessment, stock management and routine servicing.
- Ensure the health and safety and good behaviour of pupils at all times.
- Ensure student work is available in a timely fashion using specialist equipment.
- Ensure the maintenance of a clean and orderly working environment. Clear away and clean equipment and materials used for practical purposes.
- Prepare, operate and set up equipment and materials required for demonstrations and class practical work.
- Ensure all materials and equipment are stored safely.
- Create displays in class/exhibitions/school
- Undertake stock control and inventory checks as appropriate including the upkeep of appropriate records and filing systems, using computerised systems where necessary.
- Assist the teacher with learning activities ensuring health and safety and good behaviour of students.
- General administration within the faculty including photocopying, printing, display, taking photographs of student work, etc.

- Monitor and arrange orderly and secure storage of supplies.
- Ensure the organisation, maintenance, ordering and collection of supplies and equipment
- Maintenance of everyday equipment, check for quality/safety.
- Report other damages.
- Operation of equipment in accordance with instructions.
- Repair, maintain and install equipment as appropriate.
- ICT skills: helping students with specific software packages
- Working with students in specialist areas when needed
- Setting up moderation of work
- Mounting work for standardisation

2. You will provide support for the school. You will:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- To undertake any other reasonable duties which might from time to time be requested by the Head teacher or any person delegated by them.

The above list is not exhaustive and other duties may be attached to the post from time to time.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility to care for their own and others' health and safety.

Note:

This job profile will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

Person Specification – Science Technician

		Essential	Desirable
Qualification and Training	Level 2 qualifications including literacy and numeracy	X	
	Evidence of further professional development		X
	First-Aid Certificate		X
Professional Skills and Experience	Experience of working in a support environment relevant to the post	X	
	Experience of support in particular subject/ technical area	X	
	Experience of PAT testing or willingness to become qualified	X	
	Effective use of IT packages	X	
Knowledge and Understanding	Knowledge of safeguarding procedures	X	
	A good knowledge of the subject area including materials, machinery and technical areas	X	
	Experience of budget/stock management		X
	Use of relevant equipment/resources	X	
	Experience of working with a wide range of young people		X
	Experience or working in an educational environment with children/young people of a relevant age		X
Abilities	Effective use of ICT and other specialist equipment/resources	X	
	Working knowledge of relevant policies/codes of practice and awareness of relevant legislation	X	
	Ability to relate well to children and adults	X	
Attributes	To be able to work calmly under pressure	X	
	To be an effective team member	X	
	To be flexible and able to manage time effectively	X	
	To work independently and collaboratively	X	
	Committed to the principles of equality and diversity	X	
	The post holder will require an enhanced DBS	X	