



Job Title:	Technician - Science Department (Mortimer Community College)	Department/Group:	Science
Level/Salary Range:	Band 4 SCP 6	Reporting to:	Head of Science
Safer Recruitment Statement			
Mortimer Community College is committed to safeguarding and promoting the well-being of children and young people and expects all staff and volunteers to share this commitment.			
Main Objectives of Role			
Under the instruction/guidance of senior staff: provide general support in a specific curricula/resource area, including the preparation and maintenance of resources and support to staff and students.			
Key Tasks of the Post			
<p>1. You will provide support to students by:</p> <ul style="list-style-type: none"> • maintaining laboratories, preparation rooms, greenhouses and storerooms in an orderly state; • ensuring 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.; • acting as a teacher support in the classroom; • independently supervising a class of students to cover for an absent colleague. <p>2. You will provide support for the teacher by:</p> <ul style="list-style-type: none"> • setting up ICT equipment for lessons; • accessing Science software; • setting up audio/visual equipment; • ensuring timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans, etc.; • maintaining records for risk assessment, stock management and routine servicing; • always ensuring the health and safety and good behaviour of students; • administering routine tests, invigilating exams and undertaking routine marking of students' work; • providing clerical/admin support, including preparing reprographics. <p>3. You will provide support for the curriculum by:</p> <ul style="list-style-type: none"> • monitoring and managing stock and supplies, cataloguing as required; informing/updating Head of Department of stock issues, departmental technical issues, defective equipment, and arranging the repairs/servicing where applicable; • ensuring the maintenance of specialist equipment, checking for quality/safety, undertaking repairs/modifications within own capabilities and reporting other damages/needs; • demonstrating and assisting others in safe and effective use of specialist equipment/materials; • undertaking structured and agreed learning activities/teaching programmes. <p>4. You will provide support for the school by:</p> <ul style="list-style-type: none"> • being aware of, and complying with, policies and procedures relating to child protection and safety and security and confidentiality, reporting all concerns to an appropriate person; • ensuring all students have equal access to opportunities to learn and develop; • contributing to the overall ethos/work/aims of the school; • appreciating and supporting the role of other professionals; • attending and participating in relevant meetings as required; • participating in training and other learning activities and performance management as required; 			

- assisting with the supervision of students out of lesson times e.g. clubs, extra-curricular activities.

To assist with any other reasonable duty directed by the Head Teacher.

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 of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

The forthcoming Children's Services Act is likely to have implications for the future structure of the Council. As such, the duties and responsibilities attached to this post may be subject to change.

Date:

September 2022