# **Job Description**

| **Post title** | Science Technician |
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| **Grade** | Grade 5 |
| **Service** | Schools |
| **Service area** | Belmont Community School  |
| **Reporting to** | Head of Science |
| **Location** | Belmont Community School |
| **Disclosure and Barring Service (DBS)** | This post **is subject to an Enhanced Disclosure** |

## **Description of role**

To work with teachers to manage the provision of technical support for learning activities, working with students in the delivery/demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for students.

## **Duties and Responsibilities**

● Take a lead role in planning, developing and organising equipment, systems, policies and procedures for Science

● Advise teaching staff on technical support to meet curriculum requirements.

● Ensure adherence to health and safety regulations in relation to equipment and materials used by staff and students.

● Manage, support and develop other technical support staff, ensuring they have required skills to provide technical support for teachers.

● Develop and implement plans to safely and securely store allocated resources/materials/equipment.

● Update records, including production of reports and analysis of information for the department.

● Manage the budget for the purchase of technical materials and equipment and undertake regular audits of resources.

● Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.

## **Organisational Responsibilities**

There is an expectation that all adults who work at Belmont Community School will:

● Create opportunities to support the school vision.

● Have respect and care for students and all other adults.

● Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do.

● Support the school uniform policy for students and echo this through

professional and business-like mode of dress.

● Contribute to the school enrichment programme.

## **Person Specification**

| **Attributes** | **Essential** | **Desirable** |
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| **Qualifications** | * 4 GCSE passes A\*-C or equivalent including Maths and English.
* Degree in a Science subject.
* Fully supported by 2 referees.
 | * Registered Technician

Senior Technicians Accredited Co-Leaders in Science qualification (or be willing to work towards this qualification)* First Aid qualification.
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| **Experience** | * Experience of working in a school or with young people.
* Good written and oral communication skills.
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| **Skills and Knowledge**  | * Excellent time management and effective organisational skills.
* Ability to communicate effectively in a variety of situations.
* A knowledge of regulations involved in the safe disposal of waste materials.
 | * Use of ICT in supporting all aspects of school and professional life.
* Willingness to engage in science enrichment activities.
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| **Personal Qualities** | * High standards of integrity and be a positive role model.
* Loyalty and resilience.
* Flexible, reliable, ability to act on own initiative.
* Enthusiastic and highly motivated.
* Good ambassador for the school.
* Thorough & rigorous.
* Caring attitude towards students and parents.
 | * Interests beyond school.
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