

Whitefriars School: Secondary section

**Role profile
Science Technician**

This postholder is responsible for delivering first class technical support to the Science department.

Key responsibilities:

- Respond to teachers requisition of their required practicals and demonstrations by preparing in advance of lessons all necessary equipment, resources and documents; delivering them to the relevant classroom and laying out as requested.
- Prepare and clear up materials and equipment for lessons, project and examinations.
- Control of materials and equipment in and out of stores e.g. ensure adequate supplies of stationary, ingredients and scientific equipment.
- Allocation of materials to students.
- Recording of items to be ordered.
- Assisting during lessons.
- Assist teachers in carrying out risk assessments for demos and practicals.
- Assist teachers with demonstrations and practicals in the classroom.
- Assisting in providing an environment conducive to designing and making.
- Ensure that statutory health and safety regulations and safe practice are complied with.
- Undertake appropriate training in the application of health and safety law.
- Remove from use any equipment that is deemed unsafe and report it to your line manager.
- Laundering of linen used within lessons.
- Maintaining equipment
- Routine checking of equipment.
- Arranging for repair of equipment.
- Cleaning of storerooms.
- Arrange for photocopying, collation and stapling of written teaching materials and internal examination papers.
- Willing to undertake and make future use of any training which the school deems necessary or desirable, such as first aid training and driving the minibus (subject to licence requirements)
- Work with the school's appraisal process to evaluate and improve performance and take full advantage of the training and development available
- To invigilate examinations as required
- To supervise our students at break and lunchtimes
- Arranging displays around the school
- Help to supervise school trips

- To carry out duties and responsibilities commensurate with the post necessary for the smooth running of the school, as required by the Executive Headteacher, Associate Headteacher and Subject Leaders

Key Accountabilities

The postholder is line managed by the Head of Science and General Technician

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

**Person Specification
General Technician**

Essential	Desirable
<p>To relate positively to students and staff and be helpful and patient</p> <p>To possess a pleasant personality and a good sense of humour</p> <p>To be smart and presentable</p> <p>To have good IT skills</p> <p>To pay attention to detail</p> <p>To be very well organised, methodical and accurate</p> <p>To view constructive criticism as positive input</p> <p>Strong desire to develop own skills and support others in developing their skills</p> <p>To be flexible in approach and happy to do whatever is required</p> <p>To have excellent attendance and punctuality</p> <p>To have a positive outlook and a 'can-do' approach; show initiative and willingness to be part of a team</p> <p>To be committed to the principles and practice of equal opportunities</p> <p>To be committed to student welfare and safeguarding principles of the school</p>	<p>To have experience working as a Science, Design Technology or Art technician</p> <p>Current and/or previous experience of successful work in a school or college</p>