

## Role Profile

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 Headteacher and Head of Science.

**Key Accountabilities**

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

**Person Specification**

<b>Essential</b>	<b>Desirable</b>
<p>To have experience working as a Science technician</p> <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 technician with KS5 pupils.</p>