

Person Specification Whitley Academy



Job Title: **Science Technician**

Grade: **3**

Department/Directorate: **Science**

Hours: **Full time, term time only +2 weeks**

	Job Requirements
Knowledge	<ul style="list-style-type: none"> • Communicate effectively with others to receive and pass on information and instructions. • Knowledge of safe working practices and an understanding of Health & Safety issues and practices. • An understanding of equal opportunities with respect to young people in school and adults in the work place. • Basic knowledge and understanding of science and information technology.
Skills and Abilities	<ul style="list-style-type: none"> • To instruct, receive and pass information both formally and informally. • To organise and prioritise workloads. • To possess numeric skills to check stock levels and deliveries. • To possess the cash handling skills to undertake basic shopping for materials. • To maintain appropriate working relationships with staff and pupils including confidentiality and flexibility. • To be willing to be involved in professional development and attend courses. • To follow set procedures and to work to guidelines as required. • To work on own initiative and as part of the team. • To maintain a flexible and calm disposition in a demanding environment. • To carry out tasks accurately and with speed. • To lift and carry equipment. • To systematically process queries/enquiries/resolve difficulties and cope with interruptions. • To carry out appropriate clerical and reprographical tasks as required.
Experience	<ul style="list-style-type: none"> • Practical/technological experience in an industrial or educational environment. • Working successfully and cooperating as a member of a team.
Educational	<ul style="list-style-type: none"> • 4 GCSE's or equivalent Grade A-C or equivalent to include English, Maths and Science

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Special Requirements	"This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment"
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Date Reviewed: June 2018