

# **HAWKLEY HALL HIGH SCHOOL**

## **JOB DESCRIPTION**

### **1. INTRODUCTION**

**1.1 NAME OF POSTHOLDER:**

**1.2 JOB TITLE:** Senior Science Technician

**1.3 JOB PURPOSE:** To work with staff and students to co-ordinate the use and development of practical resources and facilities including the provision of guidance and support in meeting the practical requirements of the curriculum

Provide general support in a specific curriculum area, including preparation and maintenance of resources and support to staff and students.

**1.4 Line Management:** Head of Faculty, Business Manager

**1.5 Liaising With:** Headteacher, senior leadership team, teachers and support staff, LEA representatives, external agencies

**1.6 Salary Scale:** Grade 5, scale points 18 to 23 (£18,334 - £21,530 pro-rata)

**1.7 Working Time:** 37 hour per week term time plus two weeks

**1.8 DBS Disclosure Level:** Enhanced

**Dated:** May 2017

## **HAWKLEY HALL HIGH SCHOOL**

### **Science Technician Main Responsibilities**

#### **SUPPORT FOR THE TEACHER**

- To share in the responsibility for the promotion and observance of a healthy and safe working environment in the specific Department, including. CLEAPPS and COSHH regulations.
- To assist in the healthy, safe and accessible storage of equipment and materials.
- Provide clerical/admin support, for example, basic typing, word processing, DTP, photocopying, printing, display, maintaining department data bases for stock and student assessment results.
- To assist in ensuring that the technical team is resourced, organised and developed to meet the performance standards required by the Head of Department.
- To assist in the design, development and maintenance of specialist resources.
- To offer professional guidance, assistance and support to pupils and teachers on the practical aspects of the Science curriculum.
- To assist in stock control, compilation of orders and negotiation with suppliers.
- To ensure the availability of suitable materials and equipment.
- To assist in the Science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the standard required by the Head of Department.
- To assist senior support assistant to ensure the team is resourced, organised and developed to meet the performance standards required by the Head of Faculty.

#### **SUPPORT FOR THE CURRICULUM**

- To assist in maintaining the department data bases for stock and student assessment results.
- To assist in the research and compilation of materials for teachers.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials as directed by head of faculty.
- To assist students with practical work.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as may be reasonably directed.
- Participate in training and other learning activities and performance management as may be reasonably directed.
- To be responsible for minuting the faculty meetings.

#### **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality.
- Be aware of and support difference and ensure all students have access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school and faculty
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as may be reasonably directed.
- Participate in training and other learning activities and performance management as may be reasonably directed
- To be a designated First Aider

## SIGNATURES

The school will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed \_\_\_\_\_

(Staff Member)

Signed \_\_\_\_\_

(Headteacher)

Dated \_\_\_\_\_

(Staff Member)

Dated \_\_\_\_\_

(Headteacher)

# **HAWKLEY HALL HIGH SCHOOL**

## **PERSON SPECIFICATION**

We are seeking to appoint a proactive and innovative person who possesses the following qualities and skills:

Enthusiasm for, and commitment to, the school's Mission Statement.

Excellent communication skills.

Highly developed inter-personal skills.

Ability to work under pressure and accurately to deadlines as well as to internally and externally set performance indicators.

Methodical approach to tasks with a keen eye for detail.

The ability to prioritise and successfully complete a range of tasks to targets and deadlines.

Flexibility in the day to day working pattern.

To be a fully integrated member of the Science team by sharing a willingness to cooperate and collaborate with a wide range of colleagues and a member of a team.

The ability to show initiative and accept responsibility.

Awareness of the importance of Health and Safety procedures as required in a scientific laboratory setting.

Interest in a wide range of Information and Communications Technologies.

Expertise in the operation of an extensive variety of Science related technologies.

Knowledge of current and upcoming developments in the Science curriculum.

Willingness to be flexible and adaptable to achieve the objectives set in the School Improvement Plan.

The ability to present as a positive role model for staff and others connected with the school.

To hold Level 3 qualifications in Science.

An excellent record of attendance and punctuality.

The ability to organise workload.

The ability to work as a member of a team.

The ability to work independently without direct supervision.

The ability to maintain confidentiality.

Sense of humour

Willingness to be involved in continuing professional development including participation in award bearing courses leading to further qualifications

The successful candidate will possess:

**Essential**

- An empathy with children
- A/As level or equivalent qualification in Science
- GCSE Grade C or equivalent Mathematics and English Language and Science.
- Use of ICT effectively to support learning
- Excellent numeracy and literacy skills
- Understanding of principles of child development and learning processes
- The ability to establish effective working relationships with staff and students
- The ability to work both as a supportive team member and under one's own initiative
- A high degree of organisation
- A willingness to undergo further professional development
- The ability to show initiative and accept responsibility for self and workload
- The ability to present a positive role model for students and staff
- Willingness to be flexible and adaptable to achieve the objectives set in the School Development Plan
- An understanding of the confidentiality necessary when working with students
- Excellent attendance and punctuality