



Thomas More Catholic School

Associate Staff

**Laboratory Technician
Science Department
(Curriculum/Resource Support)
Level 3**

Role Profile and Person Specification



THOMAS MORE CATHOLIC SCHOOL

Role Profile	
Job Title:	Technician (Curriculum/Resource Support) – Level 3
Grade Range:	Scale 4, Point 18-21 £19,917 - £21,984 per annum
Hours:	36hrs 8.00am to 3.35 pm Monday to Friday term time only, including 35 minutes unpaid lunch break.
Location:	Thomas More Catholic School
Reports to:	Head of Science Headteacher
Responsible for:	N/A
Role Purpose and Role Dimensions:	<ul style="list-style-type: none"> Under the guidance of Curriculum Leader: Provide specialist support in the Science Department, including preparation, and maintenance of resources and support to staff and students.
Commitment to Diversity:	<ul style="list-style-type: none"> As a member of the School Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
Key External Contacts:	<ul style="list-style-type: none"> Suppliers for resources.
Key Internal Contacts:	<ul style="list-style-type: none"> CURRICULUM LEADER (LM) Headteacher SLT Science staff
Financial Dimensions:	N/A
Key Areas for Decision Making:	<ul style="list-style-type: none"> Use professional judgements and expertise re resources for Science Department.
Other Considerations:	<ul style="list-style-type: none"> Carry out any task as may be reasonably requested by the Head teacher.

Key Accountabilities and Result Areas:	Key Elements:
Support for Students	This will involve: <ul style="list-style-type: none"> • Use specialist skills/training/experience to support students.
Support for the Teacher	This will involve: <ul style="list-style-type: none"> • Create and maintain a purposeful, orderly and productive working environment. • Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials. • Assist in the development and administration of work sheets as required. • Contribute to planning, development and organisation of systems/procedures/policies. • Be responsible for maintaining records, information and data, producing analysis and reports as required. • Promote and ensure the health and safety and good behaviour of students at all times.
Support for the Curriculum	This will involve: <ul style="list-style-type: none"> • Monitor and manage stock within an agreed budget, catalogue resources and undertaking audits as required. • Maintenance of specialist equipment, check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others. • Demonstrate and assist in the safe and effective use of specialist equipment/materials. • Provide specialist advice and guidance as required. • Implement agreed work programmes/practical lessons under the guidance of the teacher.

KEY TASKS AND RESPONSIBILITIES:

Responsible under general supervision of the Head of Science for the satisfactory performance of the following duties as required Thomas More Catholic School.

- Prepare materials and apparatus and make up chemical solutions accurately as required for demonstrations, practical work by students and controlled assessments.
- Assemble and set up equipment (and dismantle) for demonstrations or for use by students as required in the laboratories and for controlled assessments and field trips. To help with the trialling of controlled assessment and required practical's when necessary.
- Maintain supplies of consumable items. Take stock of supplies periodically and maintain records. Prepare requisitions for re-order of supplies. Check delivery notes and invoices.
- Maintain equipment, apparatus and instruments in safe working condition. Make simple repairs. Report more complex faults to Heads of Department. To help carry out the termly laboratory safety checks.
- Ensure chemicals, materials and apparatus are stored safely and securely.
- Maintain hazardous chemicals store. To keep up to date with Health and Safety requirements.
- Calibrate measuring equipment as required. Turn off the gas supply and computers each night in all laboratories and preparation areas.
- Clean apparatus and sterilize as required. Recover residues from solutions and other re-usable material. Dispose of waste material safely.
- Keep work areas clean and tidy, including cupboards, benches and sinks, but excluding floors.
- Collect materials from suppliers if required by Head of Science.
- Inspect first aid equipment in all laboratories and work areas and report deficiencies to the school nurse.
- Carry out other reasonable duties as required by the teaching staff.

SUPPORT FOR THE SCHOOL

- To support the School's commitment to safeguarding children and promoting their welfare at a level appropriate to this role.
- Be aware of and comply with policies and procedures relating to health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of Thomas More Catholic School
- Participate in training, other learning activities and performance development as required.
- Attend and participate in meetings as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post.

COMPETENCIES, SKILLS & EXPERIENCE

- Experience of working in a similar technician role is advantage (not necessarily in an education setting)
- Must have a positive and enthusiastic work ethic
- Ability to work under own initiative
- Excellent inter-personal and communication skills
- Ability to work constructively as part of the wider team at Thomas More Catholic School
- Punctuality and reliability are essential
- Knowledgeable in the use of laboratory apparatus and procedures (essential)
- Experience of working in the education sector desirable but not essential

Key Accountabilities and Result Areas:	Key Elements:
Support for the School	<p>This will involve:</p> <ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person. • Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. • Contribute to the overall ethos/work/aims of the school. • Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students. • Attend and participate in regular meetings. • Participate in training and other learning activities and performance development as required. • Recognise own strengths and areas of expertise and use these to advise and support others.
Green Statement	<p>This will involve:</p> <ul style="list-style-type: none"> • Seek opportunities for contributing to sustainable development of the borough, in accordance with the school's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.
Data Protection	<p>This will involve:</p> <ul style="list-style-type: none"> • To be aware of the school's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this. • To maintain accurate records and archive systems, in accordance with departmental procedure, policy and statutory requirements.
Confidentiality	<p>This will involve:</p> <ul style="list-style-type: none"> • You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.(Whistle blowing Policy).

Key Accountabilities and Result Areas:	Key Elements:
Equalities	<p>This will involve:</p> <ul style="list-style-type: none"> The Governors of TMCS have a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.
Customer Care	<p>This will involve:</p> <ul style="list-style-type: none"> Able to demonstrate a commitment to customer care.
Health and Safety	<p>This will involve:</p> <ul style="list-style-type: none"> Every employee is responsible for their own Health and Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the School Team	<p>This will involve:</p> <ul style="list-style-type: none"> To participate in training to be able to demonstrate competence. To participate in first aid training as required. Participating in the ongoing development, implementation and monitoring of the service plans. Championing the professional integrity of the School Service Supporting Best Value and electronic management of processes. Actively sharing feedback on School policies and interventions



Thomas More Catholic School

Person Specification

Job Title:	Technician (Curriculum/Resource Support) – Level 3
Essential knowledge:	<ul style="list-style-type: none"> • NVQ 3 or equivalent qualification or experience in relevant discipline. • Specific training in specialist area. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Relevant first aid knowledge.
Essential skills and abilities:	<ul style="list-style-type: none"> • Very good numeracy/literacy skills. • Effective use of ICT and other specialist equipment/resources. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to relate well to children and adults.
Essential experience:	<ul style="list-style-type: none"> • Experience in specific area in a learning environment.
Special conditions:	<ul style="list-style-type: none"> • Undergo an enhanced DBS check.