THE GREEN SCHOOL TRUST

PERSON SPECIFICATION

JOB TITLE: Science Technician

DEPARTMENT/SECTION: Schools: The Green School for Boys
The Green School for Girls

DATE: December 2017

CATEGORY	ESSENTIAL JOB REQUIREMENTS
EQUAL OPPORTUNITY Specify objective equal opportunity criteria related to effective job performance.	Awareness of the Trust's role as a service provider and employer with regard to equal opportunities.
JOB RELATED KNOWLEDGE/APTITUDE/SKILLS Specific job knowledge necessary for the effective performance of the post.	• Good ICT skills • Communication skills • Able to work on own initiative. • Ability to multi-task and work under pressure
EXPERIENCE The particular type and depth of experience necessary for the effective performance of the duties. (Relevant voluntary work experience should be considered).	• Experience of practical work to meet teaching, student and learning needs • Aware of technical requirements raised by the science curriculum • Aware of health and safety legislation for all parties in the Science Faculty

EDUCATION & QUALIFICATIONS Level of qualifications (if any) is necessary for the effective performance of the duties.	• English and Maths level 2 pass • Level 3 qualifications • First Aid at work

PERSONAL SKILLS Skills which are most relevant to effective job performance.	• Ability to follow instructions and carry out duties without constant supervision. • Ability to prioritise workload. • Excellent organisation and planning skills • Good time management • Ability to communicate effectively with staff and students and stakeholders: in person; in writing; over the telephone. • Ability to deal with difficult situations. • Commitment to safeguarding students, staff and site users • Professional conduct and confidentiality • Ability to use computer (word,excel, google docs) • Ability to work with outside agencies • Common sense and pragmatism
OTHER QUALITIES (Only where relevant to effective job performance) e.g. physical, operational requirements or circumstances.	• Good punctuality and timekeeping • Enjoys working with young people • Good team worker • Well presented & smartly dressed (lab-coat provided) • Always seeking to improve processes • Enthusiastic, energetic and proactive • Flexibility and a willingness to support across the Trust • Commitment and dedication • A willingness to take on any training required • Enjoys responsibility