

JOB DESCRIPTION

HLTA ECO CENTRE TECHNICIAN AND ADMINISTRATOR

Grade:	OA 6 (OA4 Unqualified)
Hours of work:	32½ hours per week - 08:30-15:30 (½ hour lunch)
Contract:	Term time + 2 days
Base Location:	Newport Pagnell

OVERVIEW

To develop the Eco Centre as a centre of excellence for learning. He/she will report to the Director of Science.

MAIN RESPONSIBILITIES

- Contribute to lessons as required including support, demonstrations and practicals;
- To run Wednesday afternoon student enrichment sessions;
- Develop further enrichment opportunities through wildlife club and gardening club;
- Ensure account is taken of all Health and Safety guidance with regard to practical work;
- Take full responsibility for small groups of children using the Eco Centre;
- Develop and maintain the environment both within the Eco Centre and in the defined outside area;
- Set-up a team of students to help to develop and maintain the Eco Centre environment;
- Develop opportunities for increasing biodiversity in the wider school environment;
- Promote the use of the Eco Centre by outsider groups including our feeder schools ensuring staffing, payment and contracts are set-up and cleared in advance;
- Take responsibility for a budget to develop and maintain the Eco Centre;
- Work as member of the Science Technician team;
- Seek, in consultation with the Assistant Headteacher, specialist development and additional sources of funding for the development of the Eco Centre;
- Maintain and develop the Eco Centre section of the website;
- Contribute to Ousenews;

- Take whole classes as part of the cover supervisor policy covering staff absence, as required;
- Deliver lessons, marking and feedback;
- Leading KS3 lessons using the Eco centre resources for ecology and independence, in liaison with KS3 co-ordinator;
- Maintenance of plants and eco areas through school holiday times;

Staff are expected to follow the school's Health & Safety Policy and carry out any reasonable instructions given by the Headteacher and/or other such authorised person as to allow the effective running of the school.

December 2018