**Information for Applicants**

**Science Technician**

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| **An ambitious school at the heart of the community** |

**Manchester Road, Macclesfield, SK10 2EE**

**Tel: 01625 610220 Fax: 01625 610925**

**Website: www.tytheringtonschool.co.uk**

**Headteacher: Mr E. Botwe**

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| **JOB DESCRIPTION**  Science Technician |

**JOB TITLE:** Science Technician

Grade 4, Term time plus 5 days INSET, 37 hours per week

**JOB REPORTS TO**: Senior Science Technician

**JOB PURPOSE:** Under the supervision of the senior technician, to coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.

**KEY RESPONSIBILITIES:**

**Duties and Responsibilities will include:**

To ensure the maintenance of a healthy & safe working environment through:

* Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources;
* Keeping up to date with current procedures and practices through continuing professional development;
* The provision of technical advice and support on health & safety issues to teaching and trainee technical staff;
* The safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards;
* The healthy & safe storage and accessibility of equipment and materials
* To assist the senior technician with the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved.
* To contribute to the design, development and maintenance of specialist resources and/or long-term projects.
* To support the senior technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments.
* Under the guidance of the senior technician, ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is carried out to the required standard.

**Other Duties**

* Prioritise workload as directed by the Senior Technician.
* To maintain confidentiality at all times in respect of school related matters.
* Any other reasonable duties as directed by the Senior Technician or teaching team

Notwithstanding the detail in this job description, in accordance with the Academy’s Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.

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| **PERSON SPECIFICATION**  Science Technician |

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| **Competency** | **Description** | **Essential or desirable** |
| **Qualifications** | GCSE passes in English, Maths and Science. | **E** |
| **Experience and Knowledge** | Experience of working in a school and/or with young people. | **E** |
| Previous experience as a Technician. | **D** |
| Ability to effectively use ICT. | **E** |
| Excellent numeracy and literacy skills. | **E** |
| Working knowledge of safeguarding practices. | **D** |
| Willingness to further develop and take part in training opportunities. | **E** |
| Working knowledge of Microsoft Office, particularly Word and Excel. | **E** |
| **Skills and abilities** | Outstanding organisational skills. | **E** |
| Ability to work under pressure and remain positive, enthusiastic and resilient. | **E** |
| Strong interpersonal, oral communication skills. | **E** |
| Ability to work independently and as part of a team. | **E** |
| Ability to show initiative and to prioritise one’s own work and that of others. | **E** |
| **Personal** | High levels of professional integrity. | **E** |
| Suitability to work with children. | **E** |
| Committed to Tytherington School’s vision for the future. | **E** |

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| ADDITIONAL DETAILS **Science Technician** |

**We welcome applications regardless of age, gender, ethnicity or religion.**

**Hours of Work:** 37 per week, 07:30 – 15:30 Monday, Tuesday, Wednesday and Friday, 07:30 – 15:00 Thursday.

**Weeks per Year:** 39 weeks per year (term time; plus 5 inset days).

**Salary:** Grade 4: £15,617 - £16,597 per annum (£18,181, – £19,321 FTE)

**Pension:** Local Government contributory scheme

**Disclosure & Barring Service**

Successful applicants will be asked to apply for a Disclosure from the Disclosure & Barring Service. Posts are subject to an **Enhanced** disclosure. A copy of the Disclosure and Barring Service Code of Practice is available on request. Further information about the Disclosure process can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

**General**

We require all support staff to take part in the development of support services as a resource for the whole school in supporting the aims and objectives of the school development plan.

Each of the support teams is structured to provide the opportunity for career development.

**To apply:**

* Please write, in no more than two sides of A4, how your experience and knowledge make you a suitable candidate for this position
* Please complete a Tytherington Support Staff Application Form.
* Please return completed application form and associated task to Ms Helen Brady, HR and Payroll Manager, Tytherington School, Manchester Road, Macclesfield, SK10 2EE [hbrady@tytheringtonschool.co.uk](mailto:hbrady@tytheringtonschool.co.uk)

**Closing date for applications is** Friday 27th November 2020 midday. There will be an interview process to be held on Thursday 3rd December 2020. You will be sent further details regarding this process, if you are selected for interview.