

## Technician – 1 year Maternity Cover

### Job description and person specification

Responsible to:	The Principal, under the day to day management and leadership of the Science curriculum leaders
Salary:	Grade 5 Scale points 11 – 21 (£17,007 – 20,541) pro rata <b>Starting salary will depend on experience</b>
Working pattern:	30 hours per week – Term time only Working pattern to be agreed with successful candidate upon appointment
Disclosure level:	Enhanced
Job purpose:	To support the teaching and learning within Science, Art/DT where much of student and staff activity is of a practical nature and utilises an array of technical equipment and prepared materials, by providing effective and efficient technical assistance.

---

#### Main responsibilities:

- Prepare the learning environment, resources and equipment required to deliver Science/Art lessons as agreed
- To assist the Science/Art teachers as necessary in the preparation and set up of equipment, displays and materials required for demonstrations and class practical work, including preparing artistic materials, preparing technical resources, collecting, checking and maintaining equipment
- Ensure the learning environment is left clean and tidy after lessons - undertaking simple cleaning of fittings, surfaces, equipment and care of sinks
- Assist the subject leaders and head technician with the management of stock levels
- Assist the Subject Leaders with the organisation of practical work and exhibition/display work
- Assist the department in ensuring that the learning environment across the department is stimulating, safe and hygienic. This includes liaising with the cleaners / Premises Manager and other colleagues
- To include undertaking a “deep clean” of the store and prep-areas each half term to include cleaning cupboards, equipment, storage areas.
- Ensure that regular health and safety servicing and maintenance checks and repairs of equipment are completed
- Follow and promote Health and Safety procedures consistently and conscientiously at all times. This includes protocols in lessons and checking the classrooms
- Undertake Health & Safety duties as directed by the School Business Manager to ensure that the school meets its duty of care to all students, staff and visitors
- Be responsible for ensuring that all relevant school policies are followed
- Keep abreast of current legislation and developments in relation to your role and attend training where appropriate

- Provide support to the department's extra-curricular programmes as required
- Assist with student management at lesson change over
- Attend department meetings as necessary
- Provide in-class support to students as required
- Provide administrative support to staff within the department as necessary

### **Safeguarding Children**

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced CRB checks.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>5 GCSE's or equivalent at A*-C grade, including English and Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>Qualifications in Science/Design based subjects</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>Recent experience of using Microsoft Office</li> <li>Managing of stock and resources, including ordering</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with young people in an educational environment</li> <li>Working knowledge of CAD packages (2D design, AutoCAD or other)</li> <li>Working knowledge of Adobe Creative Suite (Photoshop/Illustrator)</li> <li>Experience of maintaining wood working tools and equipment</li> <li>Familiarity with H&amp;S requirements in Science/Art/Technology setting</li> <li>Working knowledge of Chemical or Physical Scientific equipment</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to relate to and work with young people</li> <li>Ability to set and maintain high standards</li> <li>Effective prioritisation and organisation</li> <li>Excellent communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Familiarity with artistic techniques and preparation of artistic materials</li> <li>Display design</li> <li>Chemical or Physical Scientific investigation skills</li> </ul>
<b>Personal qualities and attributes</b>	<ul style="list-style-type: none"> <li>Creativity</li> <li>Excellent interpersonal and communication skills</li> <li>Ability to develop and maintain effective working relationships.</li> <li>Discrete and considerate when dealing with sensitive and confidential matters.</li> <li>Proven ability to work on own initiative and make decisions.</li> <li>Ability to work as an effective member of a team.</li> <li>Excellent organisational skills.</li> <li>Willingness to adapt to new situations</li> </ul>	
<b>Equal Opportunities and Safeguarding</b>	<ul style="list-style-type: none"> <li>Support the Academy's ethos and aims</li> <li>Commitment to equal opportunities</li> <li>Commitment to safeguarding students</li> </ul>	