

# INVICTUS

Education Trust

## CANDIDATE INFORMATION PACK



Learn with **us**, Work with **us**, Belong with **us**!

# Job Description

<b>JOB TITLE:</b>	STEM Technician
<b>DEPARTMENT:</b>	DT/Science Departments
<b>GRADE:</b>	Grade 3, SCP 3-4
<b>REPORTING TO:</b>	Head of DT/Head of Science
<b>RESPONSIBLE FOR:</b>	None
<b>LIASING WITH:</b>	CEO; Headteachers; Senior Leadership Team; Associate Governors; Teaching and Professional Services staff; outside agencies, and the Trust's Central Team

## Main Purpose

Our Technicians are at the forefront of delivering exciting, hands-on and eye-opening teaching and learning experiences for our students. This role will involve maintaining prep rooms to the highest standards of workplace health and safety; preparing resources for experiments and practical projects, and helping students to complete practical-based coursework tasks. This may involve preparation of resources, construction and modification of apparatus, assisting in demonstrations and providing support to students in the completion of practical work.

## Main Duties

### Portfolio

- Support pupils in accessing learning activities under the guidance of a teacher.
- Responsibility for maintaining a safe and hygienic working environment in Science/Technology classrooms.
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
- Maintain records, including student records, as requested.
- Ensure health & safety and good behaviour of pupils at all times.
- Administer assessments and invigilate exams.
- Assisting teachers to maintain department files.
- Monitor and maintain stock and supplies, including the management of prep rooms, and manage inventory checks/orders to ensure a constant adequate supply of equipment.
- Monitor deliveries of orders and equipment.
- Maintenance of specialist equipment, check for quality/safety, undertake repairs within own qualifications and report other damage/needs.



### Mission

'Excellence every day, unlimited ambition and transforming lives'



### Vision

'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'



### Values

- Respect
- Resilience
- Relationships

- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Undertake technical support for structured and agreed learning activities/teaching programmes.
- Assist teaching staff in the preparation of resources for lessons.
- Clear classrooms/work areas after lessons, undertake washing up, cleaning of work surfaces, return of resources to appropriate storage etc.
- Liaise with other departments as required.
- Undertake any training commensurate with the post.

## **Other Duties**

### **Support for School/Services**

- Be aware of, and comply with, policies and procedures relating to safeguarding; health, safety and security, and confidentiality, reporting all concerns to the DSL/appropriate person.
- Comply with the school dress code.
- Be aware of, and support, difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, e.g.: Clubs, extra-curricular activities.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising student achievement and effective team working.

## **Staffing and Resources**

- Positively engage in appraisal reviews as directed by Line Manager.
- Contribute to Appraisal reviews as directed by Line Manager.
- Promote teamwork and effective working practices.

## **Other Professional Requirements**

- Establish and maintain regular communication in the Trust.
- Attend professional meetings as required.
- Actively engage in the Trust's Appraisal process.
- Take part in the Trust's staff development programme.
- Work as a part of a team and positively contribute to effective working relationships.
- Take part in Trust events as directed by the CEO



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## **Other Specific Duties**

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example
- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.

## **Support For The Trust**

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

## **Safeguarding Requirements**

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at: [Keeping Children Safe in Education, 2024](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.



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Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>



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# Person Specification

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	Have good numeracy & literacy skills in GCSEs at Grade 4 or above (or equivalent) in Maths & English.	
<b>EXPERIENCE</b>	Relevant knowledge of First Aid.  Proven experience and knowledge of working in a laboratory and/or technology setting.	Experience of working with young people.
<b>SKILLS AND KNOWLEDGE</b>	Knowledge of Health & Safety legislation with particular reference to school science laboratories.  Ability to use relevant equipment/resources.  Ability to communicate effectively and confidently both verbally and in writing.  Effective time management and organisational skills.  Ability to organise own workload in the context of varied tasks.  Ability to gain respect of students through manner of confidence and authority.  Good IT skills.	Knowledge of the DT/Science curriculum
<b>PERSONAL QUALITIES</b>	To be self-motivated and show commitment to continuing personal and professional development.  To be able to work as part of the team and be enthusiastic, flexible, co-operative and helpful.	
<b>FLEXIBILITY</b>	To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust.	

This job description/person specification may be amended at any time in consultation with the postholder.



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