



## Minsthorpe Community College Job & Person Specification

<b>Post Title:</b>	Science Technician
<b>Grade:</b>	G5 – Point 7-11
<b>Hours:</b>	Term-time only – 37 hours per week 8.00am-4.00pm Monday to Thursday 8.00am-3.30pm Friday
<b>Reporting to:</b>	Curriculum Team Leader - Science

### **Overall Purpose of Post:**

Under the instruction/guidance of senior staff provide general technician support to the Science Department, which will include the preparation and maintenance of resources and support to staff and students. Actively seek to promote equality and diversity

All adults working in, or on behalf of the college have a responsibility to safeguard and promote the welfare of children. This includes:

- Responsibility to provide a safe environment in which children can learn and develop.
- To identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action to prevent concerns from escalating, working with services as needed.

### **Employment checks required of this post:**

- Proof of eligibility to work in the UK
- Proof of relevant qualifications (original certificates)
- Two satisfactory references
- DBS Enhanced Disclosure check
- A Prohibition Order check
- A medical assessment prior to commencement of employment.

### **Key accountabilities, duties and responsibilities:**

- Support students in accessing learning activities under the guidance of the teacher
- Provide feedback to students in relation to progress and achievement
- Create and maintain a purposeful, orderly and productive working environment
- Timely and accurate preparation and use of specialist equipment/ resources/ materials as required by staff/ curriculum/ lesson plans etc.



- Maintain records as requested
- Ensure the health and safety and good behaviour of students at all times
- Administer routine tests and invigilate exams and undertake routine marking of students' work
- Provide clerical/admin support
- Monitor and manage stock and supplies, cataloguing as required
- Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Undertake structured and agreed learning activities/teaching programmes
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the college
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance management as required
- Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities

Other duties commensurate with the grade of the post as directed by the Principal/Line Manager.



**Person Specification:**

Criteria		Essential/Desirable
<b>Education, Training and Qualifications</b>	Level 2 Numeracy/Literacy or willingness to work towards this	E
	Support Work in Schools (SWiS) Level 2	D
	Basic Health & Safety certificate or equivalent	D
<b>Skills and Knowledge</b>	Ability and willingness to work flexibly as part of a team	E
	Ability to support teaching and learning activities in the classroom	E
	Effective use of ICT	E
	Ability to prepare materials and equipment.	E
	Good numeracy/literacy skills	E
	Knowledge of particular subject/technical area	E
	Knowledge of relevant polices/codes of practice and awareness of relevant legislation	E
	Ability to identify own training and development needs and co-operate with means to address these	E
	Ability to relate well to children and adults	E
	Ability to adapt to both varying tasks and those of a routine nature  Relevant knowledge in First Aid	E
<b>Experience</b>	Experience of working with laboratory equipment (including handling chemicals safely) subject to COSHH, CLEAPPS and safety regulations	E



<b>Personal Attributes</b>	Enjoy working alongside young people and adults.	E
	Be supportive of the aims and ethos of Minsthorpe Community College.	E