

## **Job Description: Science Technician**

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| <b>Reporting to:</b> | Head Technician                                                                                                 |
| <b>Start date:</b>   | As soon as possible                                                                                             |
| <b>Salary:</b>       | Ark Support Staff payscale, Inner London, Band 4, £19,409 - £21,760 pro rata (Actual salary: £16,621 - £18,635) |
| <b>Hours:</b>        | 36 hours per week, Term time only (39 weeks)                                                                    |

### **The Role**

To support the delivery of science by providing practical day to day support in the learning environment and to ensure that the classrooms and display boards are up to date.

### **Key responsibilities**

#### **Classroom/Practical support**

- To monitor standards and practices within the classroom and identify and communicate improvements to working practices to ensure the highest standards are achieved
- To provide technical and learning assistance and information in the classroom and across the school community in order to support students and staff
- To support students in the classroom environment to assist in the learning process.
- To assist classroom teachers as directed to produce creative classroom displays that can be used to enhance classroom practice
- To ensure high standards of Health and Safety are maintained at all times.

#### **Preparation**

- To prepare (and where appropriate manufacture) teaching materials as required to ensure effective support for teaching staff in the Science department
- To repair, maintain and store equipment in order to guarantee safe and effective upkeep
- To set up science practical's in advance of lessons when required
- To ensure the prep room is kept clean, tidy and safe.

#### **Equipment Maintenance and Stock**

- To maintain inventory of equipment and stock control in order to maintain a supply of equipment for teaching use. Order stock as directed by the Subject Leader/Head of Department so that resources are adequate for lessons
- To receive and check deliveries of supplies to ensure accuracy from suppliers
- To liaise with equipment providers to ensure good quality provision and value for money
- To procure biological consumables, i.e. fruit, hearts and other perishable items as necessary, ensuring they are stored and later disposed of in a safe, hygienic and secure way.

### **Other**

- Undertake other various responsibilities as directed by the Principal and/or line manager.

## Person Specification: Science Technician

### Qualification Criteria

- Right to work in UK
- Ideally qualified to degree level or proficient to A-Level standard in a scientific field.

### Experience

- Experience of working in a school
- Experience of the KS3, 4 & 5 science curriculums (desirable)
- Health and Safety training or experience
- Professional laboratory experience is preferred

### Personal characteristics

- Genuine passion and a belief in the potential of every pupil
- Positive commitment to student achievement and staff development
- Ability to relate to young people and adults in the learning environment
- Helpful, positive, calm and caring nature
- Enthusiastic, committed and uses initiative
- Able to establish good working relationships
- Able to follow instructions accurately but make good judgments and lead when required
- Able to maintain a high level of attention to detail.

### Specific skills

- Good communication skills, including written and oral
- Good organisation skills
- Ability to work and plan under pressure
- Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
- Awareness of safety issues as appropriate to the post
- Health and Safety risk assessment in specific working environment
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school
- Understands the importance of confidentiality and discretion.

### Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training.
- This post is subject to an enhanced Disclosure and Barring Service check.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*