



# WELLACRE

Role Title	Typically reports to
Science Technician	Senior Science Technician
Band/Pay Scale	Date of profile
Band 2 (SCP 4-5)	November 2021
Main Purpose of the Post :	
<ul style="list-style-type: none"> <li>To provide general support in Science and STEM, including preparation and maintenance of resources and support to staff and students.</li> <li>To work under the instruction/guidance of the Senior Science Technician from whom they will receive formal supervision and who will allocated work when necessary. However, much of the work is self-generating an the post holder will be expected to work within established procedures and guidelines and to prioritise day to day work, referring only exceptional or complex queries to senior members of staff. In the absence of the Senior Science Technician, you would be expected to liaise with senior team members to ensure continuation of essential services.</li> <li>Wellacre Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This roles involves engaging with students in regulated activity relevant to children and is therefore subject to an enhanced Disclosure and Barring check.</li> </ul>	
Main Duties and Responsibilities	
<ul style="list-style-type: none"> <li>Undertake routine day to day tasks e.g. washing glassware, filing and shopping for resources.</li> <li>Create and maintain a purposeful, orderly and productive working environment</li> <li>Responsible for own safety and not endanger that of colleagues/students/visitors to the workplace.</li> <li>Timely and accurate preparation and use of specialist equipment/resources/materials as required.</li> <li>Contribute and maintain work records, inventories and systems accurately under CLEAPPS guidelines and approved by risk assessments.</li> <li>Ensure the health and safety and promote good behaviour of students at all times.</li> <li>Provide clerical, admin support to a high standard and comply with current legislation</li> <li>Monitor and manage stock and resources, cataloguing and purchase ordering as required</li> <li>Maintenance of specialist equipment: check for quality/safety; undertake repairs/modifications within own capabilities and report other damages/needs.</li> <li>Deliver and set out resources and equipment to rooms in preparation for lessons, check and return equipment to stores.</li> </ul>	

- Ensure rooms are left clean, tidy and in good order. Support with Science and STEM displays.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Undertake relevant training and CPD.
- Provide routine clerical support relevant to the role.
- Data inputting of records into management information systems.
- Undertake word-processing and other IT based tasks.
- Commitment to own personal and professional development, being prepared to undertake training relevant to the post.

### **Safeguarding**

- Be aware of and comply with Academy policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality, data protection and behaviour for learning and report all concerns to the appropriate person.
- Take part in training around safeguarding and ensure policies relating to it are fully understood.
- Be aware of and support diversity and ensure all young people have equal access to opportunities and are provided with a safe learning environment.

### **General**

- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carer files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings and training.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Participate in the school's appraisal process.
- Undertake other duties from time to time, consistent with the grading of the post.

### **Person Specification**

#### **Essential**

- Minimum of GCSE English and Mathematics at Grade C or above (or equivalent)
- Experience of using Microsoft Office
- Experience of working in a busy and dynamic environment
- NVQ2 (or equivalent) in a relevant discipline
- The ability to work constructively as part of a team - working together and supporting each other and maintaining good inter-personal relationships
- The ability to prioritise workload.
- Highly organised and process driven but having the ability to be flexible when needed.
- Ability to relate well to colleagues.
- Sound knowledge of scientific processes and procedures

- Ability to self-evaluate learning needs and actively seek learning opportunities

### **Desirable**

- Further education in a regulated subject
- Knowledge of Google Drive
- To hold a qualification relevant to the position
- Experience of working within a school and/or with young people
- Previous experience of working as a Science technician within a school or within a Science laboratory environment.

### **Knowledge Skills and Ability**

- Promote the building of self-esteem and encourage independent learning
- Have a secure knowledge of the relevant subject and curriculum areas
- Understand varying needs of students
- Support and enforce classroom routines to ensure an effective and safe learning environment
- Treat everyone with dignity and build relationships rooted in mutual respect
- Support the inclusion of all pupils, including those with SEND of different ethnic backgrounds, faiths and sexual orientation
- Support and work in compliance with the policies and practices of Wellacre Academy
- Good literacy and numeracy skills
- Good communication skills
- Working knowledge/use of databases and other software packages e.g. Microsoft Office (Word/Excel/Google (Mail, Drive)
- Have a neat, logical and organised approach to work
- Be willing, courteous and able to work both using your own initiative in in a team

### **Personal Attributes**

- A passion for education and a desire to contribute to wider school life
- Committed to significant professional development
- Enthusiastic, flexible team player
- A commitment to promoting diversity and equal opportunities practice
- Resilient
- Excellent attendance and punctuality
- Having attention to detail
- The ability to be calm under pressure
- Excellent time keeping and time management
- Highly organised
- Highest levels of professional and personal integrity.
- A strong commitment to the personal, spiritual, social and health development of young people
- Personal resilience, persistence and perseverance

### **Interpersonal & Communication Skills**

- Solution focused
- Excellent communication skills

### **TRAINING**

- Training and support appropriate to this role will be offered/provided