

Redland Green School  
Science Technician Job Description



<b>Hours</b>	37 hours per week during term time only (plus 5 INSET days)
<b>Salary</b>	NJC 6 – 8 £22,005 - £22,356 Annually (Actual)
<b>Contract Type</b>	Permanent, full-time
<b>Annual Leave Entitlement</b>	5.85 weeks of holiday allowance
	<p><b>Purpose of the Job</b></p> <p>To provide technical assistance and support activities to teaching staff, senior technical staff and the Curriculum Team Leader in their role of undertaking teaching and pupil support in the delivery of the curriculum. Your main place of work will be Redland Green School, but you may be deployed to work at any school within the Trust and carry out those duties that may be reasonably required in relation to such deployment.</p> <p>Key Job Outcomes:</p> <ul style="list-style-type: none"> <li>• Complete the requests of teaching staff to provide technical assistance, practical support and information as required in the preparation and use of equipment and materials for learning safe transit of equipment &amp; materials between preparation areas and work areas erection and dismantling of practical equipment, cleaning and return to storage that meets both safety standards and the requirements of the teacher</li> <li>• Follow standards and procedures defined by the designated manager to promote continuing safety awareness for all users of practical work spaces and equipment the provision of advice and support to teachers and students on safe working with practical materials / tools / equipment safe disposal of used materials, including dangerous / hazardous material working in a proactive manner to minimise risk &amp; exposure to actual or potential hazards thereby contributing to the establishment and maintenance of a safe working environment</li> <li>• Under the overall control of the designated manager assist in the development of practical activities including the setting up and maintenance of specialist resources or longer term (research) projects the informal induction and 'on the job' support and guidance of new colleagues as/when required to promote effective use of time and resources</li> <li>• Complete both routine and non-routine checking, maintenance, calibration, cleaning, fault investigation &amp; rectification of tools, equipment, machines to the standards defined by the designated manager</li> <li>• Provide routine assistance to the designated manager and teachers in the safe storage, retrieval and accessibility to equipment and materials checking the availability of suitable materials and equipment, including keeping stock levels to defined limits and/or substituting suitable materials where necessary and appropriate helping to compile and check delivery</li> </ul>

	<p>of orders, including liaison with suppliers to promote efficient and effective planning and use of resources.</p> <p>This job description sets out the key outcomes required. It does not describe in detail the tasks and activities to be done to achieve these outcomes.</p> <p>It would be expected that the job holder would exercise initiative and would follow instructions without needing to be told in detail how to do the job or to require direct supervision in completing tasks which achieve the job outcomes.</p>
	<p><b>Dimensions</b></p> <p>Excalibur Academies Trust is a Multi-Academy Trust of 20 schools across the age range from Nursery to Sixth Form.</p> <p><b>Special Notes</b></p> <p><b>Safeguarding</b> Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As the responsibilities of this post are defined as regulated activity, the person appointed is required to have an enhanced DBS check with barred list information.</p>

## PERSON SPECIFICATION

<b>Job Title:</b>	<b>Science Technician</b>
<b>Location:</b>	<b>Redland Green School</b>

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Knowledge, experience, and skills</b>	<ul style="list-style-type: none"> <li>• Literacy and numeracy standard equivalent to a GCSE Grade C in English and Maths</li> <li>• Capability to understand and apply the Health &amp; Safety regulations which apply to the work of a technician</li> <li>• Ability to apply an adaptable and flexible approach to achieving objectives, without direct supervision</li> <li>• Ability to plan and complete a range of sorting, listing, storing &amp; filing and retrieval tasks to a defined standard</li> <li>• Aptitude to develop knowledge of the role of Technician</li> </ul>	<ul style="list-style-type: none"> <li>• A-level in Science subject (biology, chemistry, physics) and one other A-level in a relevant subject or higher qualification</li> <li>• Accreditation in Basic First Aid</li> <li>• Ability to communicate complex material, orally and in writing, with colleagues and students so that the message is understood and acted upon</li> <li>• Ability to work on own initiative, including knowing when and why items for decision need to be referred upwards</li> </ul>

### **Annual Appraisal**

All staff must complete an annual appraisal as part of their performance management at the Excalibur Academies Trust

### **Probation period**

All new members of staff will complete a probation period as per their induction process.

### **Pension**

All support staff will be automatically enrolled into the LGPS Avon Pension scheme.

### **Scale point**

All staff will begin their employment at the first scale point within their salary banding and reach annual increments until the reaching the maximum scale within their pay band.