



Trinity School, Sevenoaks Science Technician Job description & Person Specification

Job Title: Science Technician
Responsible to: Lead Science Technician
Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

In everything set them an example by doing what is good. Titus 2:7

As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.

All staff will:

- Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
- Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
- Be involved in the school's community service, as required.
- Model Trinity values to parents and students
- Be positive, dynamic and challenging in all aspects of work
- Foster the school's inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- Share direct accountability for the establishment of Trinity School as an outstanding school
- Take responsibility for their own learning and development
- Develop the skills and talents of other members of the community
- Ensure their own well-being and that of others by establishing an appropriate balance between life and work
- Play an active part in the life of the school and its community
- Develop social cohesion and positive links with the whole of our local community
- Adhere to the school community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
- Agree annual performance targets, with a view to own continuous improvement
- Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

Job Description

Specific Responsibilities

Main Purpose

To prepare and coordinate the use and maintenance of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum.

- Prepare solutions and assemble apparatus in order to ensure that the correct resources are available for practical lessons.
- Deliver equipment to classes and collect, check and return equipment to the stores to ensure that it is safely, securely and appropriately stored.
- Carry out maintenance checks and arrange for repairs as necessary to ensure that all equipment is safe and ready to use in lessons.
- Coordinate and organise the inventory of equipment and stock control in order to maintain a supply of equipment for teaching use.
- Undertake stock checks and ensures that all chemicals are stored safely and secure to ensure the health and safety of students and staff in the school.
- Perform health and safety checks and ensure equipment and laboratories are clean and tidy in order to maintain a safe and stimulating learning environment for students.
- Provide information for students and teachers on the correct way to handle equipment and chemicals in order to avoid accidents and/or damage to equipment.
- Assist with demonstrations on how to use equipment and provide technical support to students and teachers (experienced and trainees) including health and safety advice to ensure that correct procedures are adhered to at all times.
- Order equipment and arrange for repairs as directed and maintain accurate financial records to ensure that school financial procedures are adhered to and expenditure is kept within budget.
- Receive and check deliveries of supplies to ensure accuracy from suppliers
- Liaise with equipment providers to ensure good quality provision and value for money
- Liaise with academic staff to discuss timetables, equipment requirements and work plans
- Run trials of experiments prior to classes and then demonstrate techniques for experiments
- Record keeping, e.g. for students' practical sessions, tracking methods, results, etc.
- Work with individual students and support them on research projects
- Assist classroom teachers as directed to produce creative classroom displays that can be used to enhance classroom practice
- Keep abreast with Health and Safety regulations pertinent to the classroom and preparation room, amending and improving procedures where required

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs including Science, Maths and English at Grade C/level 4 • A Level/BTec/Level 3 qualification in Science 	<ul style="list-style-type: none"> • Education to degree level (Science based)
Experience		<ul style="list-style-type: none"> • Experience of working as a school Science Technician • Experience of supporting pupils in a classroom environment
Knowledge	<ul style="list-style-type: none"> • Responsible and conscientious approach to Health and Safety 	<ul style="list-style-type: none"> • Knowledge of relevant codes of practice • Knowledge of CLEAPSS
Skills	<ul style="list-style-type: none"> • Good oral, written communication and numeracy skills • Ability to work independently and use your initiative to pre-empt further issues • Confident and competent use of ICT • Ability to prioritise effectively • Meticulous approach to record keeping • Ability to follow instructions but make good judgements and lead when required • Ability to solve problems and make decisions • Willingness to learn new systems and establish new procedures 	<ul style="list-style-type: none"> • Training in first aid
General/ Personal Qualities	<ul style="list-style-type: none"> • General passion and a belief in the potential of every pupil • Calmness under pressure • Helpful and positive • Smart, business-like, professional appearance • Capacity for hard work under pressure 	<ul style="list-style-type: none"> • An interest in the education landscape

	<ul style="list-style-type: none">• A team player, collaborative worker• Self-motivated• Ability to contribute greatly to the wider life of the School• Resilient• Strives for excellence in every aspect of school life• Determination and perseverance• Enthusiasm• Patience	
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Signed: Employee: