

Truro and Penwith Academy Trust is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall.

Job Title:	Science Technician
Salary Range:	TPAT Point 5
Hours:	37 hours per week
Base:	Mullion School
Responsible to:	Head of Faculty/ Subject Leader
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External	<u>Internal:</u> Headteacher and leadership team, teachers, LSAs, students <u>External:</u> School Governors, suppliers, parents,

Main Purpose of Job:

- To be responsible for providing technical and administrative support to the Science department.
- Provide support for students within Science lessons

Main Duties and Responsibilities:

- To ensure Science lessons are prepared with appropriate tools & equipment for practical sessions, class assessments and internal and external examinations.
- Under the direction of the teacher, provide support, guidance and demonstrations to students when using Science equipment and in Science lessons.
- To ensure all Science equipment and resources are well organised and managed; cleared away, cleaned and well organised at the end of each lesson and stored appropriately.
- To ensure science equipment and resources are regularly monitored as required to ensure it is well maintained and safe to use. To undertake routine H and S checks and procedures within the Department and to take a lead role in ensuring a safe working environment for staff and students, under the direction of the Head of Faculty.
- To ensure that equipment and lesson resources are stored safely and securely, labelled clearly for ease of access and use,
- To maintain an accurate and up to date inventory of equipment. To ensure equipment is clean, working appropriately and any identified faults reported to teaching staff/Head of Faculty.
- To prepare orders for equipment required by the department and check orders against deliveries, organising appropriate storage.
- To regularly review health and safety procedures within the class room and keep up to date with regulations and procedures, working within appropriate guidelines for H and S

- To liaise with the IT and Premises Team to resolve problems with computers/facilities and to ensure IT equipment is in good working order and fit for purpose including PCs, printers and subject specific equipment (hardware and software).
- To provide administrative and clerical support as directed by the teacher e.g. display work, reprographics and any other administrative duties associated with the role.

General/Other:

- To ensure that students' needs are prioritised and to have a clear sight of how this role impacts on the Academy's and the Trust's students at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance.
- To be aware of and adhere to all Trust and school policies and procedures.
- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be responsible for your own continuing self-development and attend meetings as appropriate.
- To undertake other duties appropriate to the post as required.

Person Specification:	Essential	Desirable	Recruiting method
Education and Training	GCSE's or equivalent to include Maths, English at a C grade or above (or equivalent)	First Aid certificate A Science GCSE or A level or equivalent qualification A science (or science related) degree	Application
Skills and Experience	Experience of practical competence and organisational ability. Competent using the internet, email, word processing and databases.	Experience of working in a school or similar establishment. Familiarity with school ordering and tracking purchases Understanding of use of Sims	Application/Interview/Assessment
Specialist Knowledge and Skills	Good verbal and written communication skills appropriate to the need to communicate effectively Ability to effectively manage and organise science equipment, resources and ICT resources.	Ability to set up /carry out practical demonstrations Ability to repair equipment. Knowledge of appropriate processes and procedures	Application/Interview/Assessment

	<p>Ability to absorb and understand a wide range of information</p> <p>Efficient and meticulous in organising</p> <p>Recognition of the importance of personal responsibility for health and safety</p> <p>Desire to enhance and develop skills and knowledge through CPD</p>		
Behaviours and Values	<p>Commitment to inclusion, equality of opportunity and school values.</p> <p>Ability to build and form good relationships with colleagues and to interact appropriately with students.</p> <p>Ability to work constructively as part of a team and alone, understanding department priorities.</p>		Application/Interview/Assessment

Special Conditions related to the post

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.