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# HORNCHURCH

## HIGH SCHOOL

EXCELLENCE FOR ALL

### Job Profile

**Job Title:** Trainee or Assistant Science Technician

**Department:** Science Department

**Grade:** APTC Scale 2

**Reports to:** Senior Science Technician

**Staff Managed:** None

### Job Purpose and Context

The Trainee or Assistant Technician is an entry grade post. The post holder is expected to develop the abilities, knowledge and skills for technician status as soon as possible. As a guide, this will take between 18 months and three years.

The role of the technician is to support safe and secure learning and teaching using technical skills, knowledge and expertise and specific health and safety know-how.

### Roles and Responsibilities

To prepare, test, trial, organise and deploy:

- Materials and Resources
- Tools, equipment, plant and apparatus
- Experiments and demonstrations to support learning and teaching

To work with pupils individually or in small groups to support, help and/or supervise their work. To respond to queries and supply information and advice. These responsibilities are to be carried out in the presence or under the supervision of the teacher.

To assist teachers, other technicians or other school staff with technical aspects (specified above) which support learning and teaching.

To assist with the preparation of relevant teaching and learning facilities and to help ensure that such facilities are safe and secure for use by students and teachers.

To assist with an agreed programme of scheduled routine maintenance to tools, equipment, systems and procedures and assist with ad hoc minor repairs.



Partnership Learning

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To assist with the regular audit and the maintenance of an up-to-date inventory using the agreed recording procedures of the school.

To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment.

To assist with an agreed scheduled and recorded programme of safety checks on resources, equipment and materials – reporting issues to the line manager where relevant.

To support the implementation and development of a common awareness of best practice health and safety procedures amongst pupils and staff in the facilities used for learning and teaching.

To administer first aid in the relevant department of the school (after relevant training) and to administer a range of emergency procedures in the event of emergency, accident or other unforeseen circumstances.

To clean up specialist tools, equipment, materials and resources and to make sure that teaching and learning facilities are clean and safe for use. To dispose of waste safely. Note: technicians do not substitute for school cleaners. However, non-specialist cleaners cannot be expected to safely clean up (potentially) dangerous materials and equipment.

To support the implementation of agreed safety and security procedures covering:

- Materials and resources
- Plant and equipment
- Access to facilities

To be responsible for the storage and security of resources, tools, materials and consumables, their ordering and purchase in accordance with the financial procedures of the school and for ensuring that adequate supplies are maintained.

To be responsible for receipt and delivery of resources, tools, materials, equipment and consumables and for their safe movement around the facilities of the school.

To use and develop ICT skills to support the administrative requirements of the post.

To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.

To complete school based induction and any subsequent training required to improve performance.

To participate in the school performance management system.

Notes:



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The School expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the duties and responsibilities.



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### Trainee or Assistant Technician Benchmark Person Specification

Skills and Abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	√		Application & Interview
Ability to work independently and support the work of the team	√		Application & Interview
Ability to be flexible and respond effectively to the 'unexpected'	√		Application & Interview
Ability to communicate and interact effectively with adults and children and young people	√		Application & Interview
Awareness of sensitive information and the need for confidentiality	√		Interview
Displays commitment to the protection and safeguarding of children and young people	√		Application & Interview
Knowledge			
An understanding of technical health, safety and security issues in schools		√	Interview
Specific curriculum relevant knowledge ( <i>to be specified relevant to the post</i> )		√	Application & Interview
Ability to develop the know-how to carry out basic health and safety checks, tests and routine maintenance	√		Application & Interview
Ability to develop the know-how to carry out and implement the practical tasks associated with security of materials and resources	√		Application & Interview
An awareness of the application of ICT to the needs of the job		√	Application & Interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	√		Application & Interview
Qualifications and Experience			
Willingness and motivation to develop competence in word processing and data base operations	√		Interview
GCSE at level A – C in English and mathematics or equivalent		√	Application
Six months experience, on a voluntary or paid basis or as an intern, in a technical support or technician function		√	Application & Interview
Willingness and motivation to develop own skills and work towards NVQ Level 2 Laboratory and Associated Technical Activities	√		Interview



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