

School name St Bede's Catholic College

For full details

Location

City

Job title

Salary

Permanent or temporary?

Full / Part time / Term time only?

**Job description**

Purpose of the Job  
 To manage, organise and deliver technical assistance and support activities to teaching staff and the designated manager in support of the teaching, guidance and learning that is necessary to deliver the curriculum and extra-curricular activities.

Key Job Outcomes

1. Utilise practical resources and facilities, providing assistance and advice on current 'best practice' in the practical needs of the curriculum, and ensuring this is embedded within the operational activity of the learning programme.
2. Follow standards and procedures defined by COSHH, CLEAPS and the designated manager to promote a safe working environment through
  - § proactively contributing to the assessment, monitoring and review of safe working practices and procedures
  - § keeping abreast of 'best practice' through networking and continuing professional development
  - § the provision of technical advice and administrative support on safety issues to teaching staff
  - § the disposal of used materials, including any dangerous substances, and dealing proactively with real or potential hazards
  - § the storage and accessibility of equipment and materials
3. Contribute to the
  - § the development of practical activities including the setting up and maintenance of specialist resources or longer term (research) projects, and by providing any advice, assistance and support requested by pupils and/or teachers for effective delivery of practical aspects of the curriculum.
  - § the day to day organisation and development of the work of the curriculum area through day to day supervision of staff to ensure that essential performance standards are achieved.
  - § to promote effective use of time and resources.
4. Ensure support technician staff are directed to provide a quality service.
5. Maintain good and full records of performances of staff and seek resources for necessary professional development.
6. Ensure routine and non-routine checking, maintenance, calibration, cleaning, fault investigation and the rectification of tools, equipment and machines to the standards defined by the designated manager.
7. 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 of orders, including liaison with suppliers to promote efficient and effective planning and use of resources/budget

Relevant experience required?  Yes  No

Specific qualifications required?  Yes  No

Additional skills required?  Yes  No

Please list requirements

St Bede's Catholic College  
EMPLOYEE SPECIFICATION  
Senior Science Technician GRADE: St. Bede's Grade 8

Willing to support the Catholic character of St Bede's

Knowledge & Experience  
Literacy and numeracy standard equivalent to a GCSE Grade 4/5 in English and Maths (Grade 4 or 5 or grade C+)  
A Physics background would be desirable  
A minimum of one full year's experience of working in a relevant technical field at NVQ level 2 or relevant higher level science qualification at A Level or equivalent.  
Accreditation in Basic First Aid  
The capability to understand and demonstrate the Health & Safety regulations which apply to the work of a science technician.  
Experience of working in a school environment  
Degree or higher level qualification in a Science subject  
Abilities & Aptitudes Abilities & Aptitudes  
Ability to apply an adaptable and flexible approach to achieving objectives, without direct supervision  
Ability to communicate complex material, orally and in writing, with colleagues and students so that the message is understood and acted upon  
Aptitude to develop knowledge of the role of Senior Technician  
Ability to work on own initiative, including knowing when and why items for decision need to be referred upwards  
Ability to plan and complete a range of sorting, listing, storing & filing and retrieval tasks to a defined standard  
Ability to understand and apply the boundary between the technician and teacher roles.  
Ability to prepare A level practical resources and support their use in the A level skills assessments

SPECIAL CONDITIONS  
The job involves working with children and will be subject to a Disclosure and Barring Service check.  
The post holder will be required to undertake the First Aid at Work Training and to work as part of a team of staff providing first aid cover to pupils, staff and visitors to the College.  
The post holder will be expected to work occasional evenings to provide admin support at Evening Events for parents.

CPD?  Yes  No

Induction programme?  Yes  No

Pension scheme?  Yes  No

Start date of employment

As soon as possible

Closing date for applications

11:59 Wednesday 15th November 2017