



## Job Description

<b>Post title</b>	Science Technician
<b>Grade</b>	Grade 5
<b>Service</b>	Schools
<b>Service area</b>	Belmont Community School
<b>Reporting to</b>	Head of Science
<b>Location</b>	Belmont Community School
<b>Disclosure and Barring Service (DBS)</b>	This post is <b>subject to an Enhanced Disclosure</b>

### Description of role

To work with teachers to manage the provision of technical support for learning activities, working with students in the delivery/demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for students.

### Duties and Responsibilities

- Take a lead role in planning, developing and organising equipment, systems, policies and procedures for Science
- Advise teaching staff on technical support to meet curriculum requirements.
- Ensure adherence to health and safety regulations in relation to equipment and materials used by staff and students.
- Manage, support and develop other technical support staff, ensuring they have required skills to provide technical support for teachers.
- Develop and implement plans to safely and securely store allocated resources/materials/equipment.
- Update records, including production of reports and analysis of information for the department.
- Manage the budget for the purchase of technical materials and equipment and undertake regular audits of resources.
- Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.



**Belmont**  
Community  
School

## **Organisational Responsibilities**

There is an expectation that all adults who work at Belmont Community School will:

- Create opportunities to support the school vision.
- Have respect and care for students and all other adults.
- Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do.
- Support the school uniform policy for students and echo this through professional and business-like mode of dress.
- Contribute to the school enrichment programme.



**Person Specification**

Attributes	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● 4 GCSE passes A*-C or equivalent including Maths and English.</li> <li>● Fully supported by 2 referees.</li> </ul>	<ul style="list-style-type: none"> <li>● Registered Technician</li> <li>● Senior Technicians Accredited Co-Leaders in Science qualification (or be willing to work towards this qualification)</li> <li>● First Aid qualification.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Good written and oral communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working in a school or with young people.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>● Excellent time management and effective organisational skills.</li> <li>● Ability to communicate effectively in a variety of situations.</li> </ul>	<ul style="list-style-type: none"> <li>● Use of ICT in supporting all aspects of school and professional life.</li> <li>● Willingness to engage in science enrichment activities.</li> <li>● A knowledge of regulations involved in the safe disposal of waste materials.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>● High standards of integrity and be a positive role model.</li> <li>● Loyalty and resilience.</li> <li>● Flexible, reliable, ability to act on own initiative.</li> <li>● Enthusiastic and highly motivated.</li> <li>● Thorough &amp; rigorous.</li> </ul>	<ul style="list-style-type: none"> <li>● Interests beyond school.</li> </ul>