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| Trinity Academy LeedsJob Description | | C:\Users\g.mitchell\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\DFFF34A0.tmp |
| Job Title: | Science/ADT Technician |  |
| Job Scale: | Scale 3 (points 5 - 6) |  |

**BASIC JOB PURPOSE**

* To support the preparation of materials for lessons including assembling apparatus, assisting and supporting students and teachers and promoting the observance of a safe and healthy working environment.

*There will be 240 Year 7 students admitted to the academy in Year one and this role will be timetabled to offer equal support to Science and ADT*.

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| **Reporting to:** Curriculum Leader Science/ADT |
| **Responsible for:** n/a |
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**MAIN RESPONSIBILITIES: Science**

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| **1** | Manage the Science Prep Room and ensure it is resourced, organised and developed as directed by the CL, to meet the performance standards required by the department. To provide ADT support to the teaching team by preparing a range of materials, equipment and tools that will be used in lessons. |
| **2** | Support the maintenance of laboratories, preparation rooms and chemical stores (including security and accident/hazard spotting) to ensure all Health and Safety Regulations are met. |
| **3** | Report where necessary any Health and Safety issues to the Premises Manager or Curriculum Leader. |
| **4** | Ensure safe storage, safe treatment, safe disposal of equipment and materials, monitor the condition of labels on chemical products and electrical apparatus including hazardous substances, taking account of safety procedures and COSHH regulations to ensure safety of the pupils and staff. |
| **5** | Carry out risk assessments for technician activities. |
| **6** | Provide practical support and guidance for academy staff in the use of materials, laboratory techniques, practices and processes; recommend solutions to technical problems encountered. |
| **7** | Prepare resources and assemble apparatus. |
| **8** | Support the design, development, and maintenance of specialist resources and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum. |
| **9** | Set up monitoring systems used in the management and control of practical resources including stock control and financial records. |
| **10** | Provide support within the Science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required  standards. |
| **11** | Promote the observance of a safe and healthy working environment and provide advice on health and safety issues to technical staff, teachers and students. |
| **12** | Advise on the development of systems and procedures so that the work of the Science department may be carried out to best effect. |

**MAIN RESPONSIBILITIES: ADT**

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| **1** | To provide support to the teaching team by preparing a range of materials, equipment and tools that will be used in lessons. This includes general ADT equipment, food technology and ingredients, wood, metal, plastics and textiles. | | | |
| **2** | Clean and undertake basic maintenance routines on equipment and tools used in classrooms/workshops. | | | |
| **3** | To provide support to students during lessons and extra-curricular workshops in the use of equipment and resources (i.e. demonstrating how to use equipment or resources). | | | |
| **4** | To arrange for annual servicing and repairs to equipment, as required. | | | |
| **5** | Take responsibility for the safe storage of students’ work and for stocks of materials within the range of ADT subjects. | | | |
| **6** | Undertake stocktaking, replenishment and ordering materials as required by teaching staff. | | | |
| **7** | Prepare displays of students’ work in classrooms and shared areas. | | | |
| **8** | To maintain a standard of Health and Safety in and around the ADT classrooms, storage rooms and shared areas. Reporting any concerns as required. | | | |
| **9** | Supporting across the ADT area, as required. | | | |
| Other Specific Duties: | | | | |
| * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school. * To uphold and promote the academy’s Core Values. * Treat all students with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people. * To continue personal professional development as required. * Attend staff and other meetings and participate in staff training and development events as required. * To actively engage in the performance review process. * All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary. * To work in the best interests of the academy, students, parents and staff. * To adhere to the academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety. * To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role. * To work at locations across the academy Trust, as required.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. | | | | |
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| **PERSON SPECIFICATION** | | | | |
| **Job Title: Science / ADT Technician** | | | | |
| **KEY CRITERIA** | | | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | | | * 4 or more GCSE’s at grade C or above, including English and Maths (or equivalent basic IT skills * experience in a Science preparation room * experience in a similar role (paid or unpaid) |  |
| **Knowledge & Understanding** | | | * understanding of safety within the classroom * knowledge of health and safety processes and procedures * knowledge of the equipment used in Science | * understanding of Safeguarding and Child Protection issues. |
| **Skills & Abilities** | | | * work as an effective team member and apply given instructions * able to apply written and verbal instructions to equipment * practical skills, such as cleaning, low level maintenance * able to complete log books, records, such as health and safety checks * able to organise, plan and complete tasks * high personal standards and able to provide a role model for students and staff * seek support and advice when necessary | * willingness to develop own understanding through advice and training * think clearly in emergency situations |
| **Personal Qualities** | | | * enjoyment in working with young people and families * an excellent record of attendance and punctuality * prioritise and manage own time effectively | * reliability, integrity and stamina * respect confidentiality |