

MILLOM SCHOOL

JOB TITLE: Temporary Science Technician – Maternity Cover

RESPONSIBLE TO: Head of Department

JOB PURPOSE

Under the instruction/guidance of senior staff:

- Provide general support in a specific curricular/resource area, including preparation and maintenance of resources and support to staff and students.

PRINCIPAL RESPONSIBILITIES

Support for Students

- Using specialist skills, training and experience, support students in practical learning activities under the guidance of the teacher.

Support for the Teacher

- Create and maintain a purposeful, orderly and productive working environment which is also healthy and safe, and to report all health and safety concerns to the appropriate person in accordance with school policy.
- The timely and accurate design, preparation and use of specialist equipment, resources and materials as required by staff and the curriculum.
- Maintain records relevant to the specific curriculum area.
- Undertake clerical and administration tasks relevant to the specific curriculum.

Support for the Curriculum

- Monitor and manage stock and supplies for the specific curriculum area, cataloguing as required.
- Maintenance of specialist technical equipment, check for quality, and safety, undertaking repairs and modifications and reporting other damage in accordance with the school policy.
- Demonstrate and assist others in safe and effective use of specialist equipment and materials.
- Maintain a current knowledge of health and safety requirements, including attending courses as required.
- Obtain materials by local purchase and under the direction of senior staff.

Support for the School

- Be aware of and comply with policies and procedures relating to data protection, child protection, health & safety, copyright, security and confidentiality; reporting all concerns to an appropriate person in accordance with school policies.
- Be aware of and support difference and endeavour to ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning opportunities and in performance management as required.

**CUMBRIA COUNTY COUNCIL
CHILDREN'S SERVICES**

Person Specification –Science Technician

	ESSENTIAL	DESIRABLE
Qualification / Training / Competencies	<p>Relevant NVQ 2 or equivalent, or experience in a relevant discipline.</p> <p>Good numeracy and literacy skills</p>	Participation in development and training opportunities
Relevant Experience	Providing general technical / resource support	Experience working in a school-based / education environment
Knowledge	<p>Effective use of ICT</p> <p>Use of relevant equipment/resources</p> <p>Knowledge of particular subject/technical area</p> <p>Knowledge of relevant policies/codes of practice and awareness of relevant legislation</p>	
Skills	<p>Ability to relate well to children and adults.</p> <p>Ability to identify own training and development needs and co-operate with means to address these.</p>	
Special Circumstances	Occasional attendance at meetings outside normal hours.	