

## Senior Science, Food Technology and Art Technician

Reporting to:	Facilities and Services Manager (performance management)
Direct Reports:	None
Level:	PCD5 - £25989 full time equivalent £10571.87 per year actual salary
Contract:	38 weeks, 18 hours a week over 3-4 days (term time only), an equivalent of 684 hours worked each academic year.

### Job Purpose and Responsibilities

Under the instruction and guidance of senior staff and teachers, provide specialist support in Science, Food Technology and Art related to the provision, preparation and maintenance of resources and support to staff and students. Provide support across both schools as required.

The hours for this role can be worked flexibly – additional hours worked when lesson workload requires it (e.g. during required practical and non-examined assessment periods) and reduced when workload is lighter (e.g. during GCSE exams season). Overall hours worked will generally not exceed 684 hours in each academic year unless approved by the Headteacher.

Hours will be approximately split 15 hours a week to Science, 3 hours a week to Food Tech and Art. This split can be flexed between the subjects depending on workload.

### Key Deliverables and Accountabilities

- **General**
  - Using specialist skills, training and experience, support students in practical learning activities under the guidance of the teacher
  - Prepare materials and resources for classes in a timely manner, providing accurate design, preparation and use of specialist equipment, resources and materials as directed
  - Create and maintain a purposeful, orderly and productive working environment which is healthy, safe and clean
  - Provide technical advice and support on health and safety issues to teaching and support staff
  - Identify and report any health and safety concerns to line manager and teacher
  - Manage and maintain records, stock and supplies
  - Maintain specialist technical equipment, checking for quality and safety, undertaking repairs and modifications as required and reporting damage in accordance with school policy
  - Demonstrate and assist others in the safe and effective use of specialist equipment and materials
  - Maintain a current knowledge of health and safety requirements, including attending courses as required
  - Carry out risk assessment for technician activities
  - Carry out risk assessments for lesson activities in collaboration with the line manager / teacher
  - Obtain materials by local purchase and under the direction of line manager / teacher
  - Support a safe, orderly and clean environment at all times
  - Undertake clerical and administration tasks as directed by line manager
  - Assist in the development of lesson / work plans and administration of coursework, non-examined assessment and required practicals including specialist technical advice in the development of schemes of work
  - Contribute to the planning, development and organisation of systems, procedures and policies

- Be aware of and comply with policies and procedures relating to data protection, child protection, health and safety, copyright, security and confidentiality, reporting all concerns to line manager
- Be aware of and support difference; endeavour to ensure all students have equal access to opportunities to learn and develop skills and knowledge
- Contribute to the overall ethos, values, work and aims of the school
- Attend and participate in relevant meetings as required
- Participate in training and other learning opportunities and in performance management as required

### Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications / Training / Competencies</b>	<p>Relevant NVQ3 or equivalent in relevant discipline</p> <p>Good numeracy and literacy skills</p> <p>Food hygiene certificate (or willing to work towards)</p>	<p>Willing to undertake further training as required to develop skills and competency</p>
<b>Relevant experience and knowledge</b>	<p>Providing general scientific / technical resource support</p> <p>Experience of using specialist chemicals and equipment in a safe manner</p> <p>Knowledge of relevant policies / codes of practice and awareness of relevant legislation</p> <p>Experience of assuring health and safety in relevant activities</p>	
<b>Skills</b>	<p>Knowledge of intermediate / advanced practical skills and techniques relating to subject areas</p> <p>Ability to use specialist materials, chemicals and equipment to a high level of competence</p> <p>Ability to relate well to both children and adults</p> <p>Ability to identify own training and development needs and cooperate with means to address these</p>	