

Northumberland County Council
JOB DESCRIPTION

Post Title: Science Technician – Level 2		Children’s Services Directorate		HRMS Ref: SG27
Band: 3		Workplace: James Calvert Spence College		
Responsible to: Director of Science		Date:	Manager Level:	
Job Purpose: To work under the direct supervision and instruction of the Team Leader to provide specialist support to a specific area to all staff and students including preparation and routine maintenance of resources and equipment.				
Resources	Staff	None		
	Finance	None		
	Physical	Lab equipment, preparation of science practical resources		
	Clients	Internal: Staff and Students External: Other educational organisations		
Duties and key result areas:				
The main duties of the post are:				
Support for Pupils				
1. provide support for pupils in accessing learning activities as directed by subject teacher				
Support for Teacher				
1. Create and maintain a clean and orderly and productive working environment				
2. Timely and accurate preparation of specialist resources as set out in instructions				
3. Timely preparation and basic maintenance of specialist equipment as set out in instructions				
4. Assist subject teacher with learning activities ensuring health and safety and good behaviour of students				
5. Support the subject teacher in the preparation and maintenance of wall displays				
6. Provide ad hoc support on admin tasks				
Support for the Curriculum				
1. Monitor and manage the use of resources and ensure their orderly and secure storage, cataloguing as required				
2. Maintenance of specialist equipment checking for safety and undertaking repairs within own capabilities and where appropriate				
3. Demonstrate and assist others in the safe and effective use of specialist equipment and resources				
4. Undertake structured and agreed learning activities under the supervision of subject teacher				
Support for the School				
1. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person				
2. Be aware of and support difference and ensure equal opportunities for all				
3. Contribute to the overall ethos/work/aims of the school				
4. Appreciate and support the role of other professionals				
5. Participate in training and other learning activities and performance development as required				
6. Attend and participate in relevant meetings				
7. Assist with the management of students outside the classroom eg school trips				
8. Assist with the supervision of students outside normal lessons eg after school clubs				
9. To undertake other duties and responsibilities as required commensurate with the grade of the post				

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Transport requirements:	None
Working Patterns:	Normal
Working Conditions:	Normally indoors

Northumberland County Council
PERSON SPECIFICATION

POST TITLE: LABORATORY/SCIENCE TECHNICIAN Level 2	WORKPLACE:	REF: SG27
ESSENTIAL	DESIRABLE	ASSESS BY
Knowledge and Qualifications		
NVQ level 3 or equivalent qualification in a science based area Very good numeracy and literacy (NVQ level 2 or above)	Emergency First aid	Application Interview
Experience		
Recent and relevant experience of science based learning or environment	Experience of working in an educational establishment	Application Form Interview Task
Skills and competencies		
Awareness of relevant codes of practice and legislation Ability to use office equipment eg photocopier, video recorder, PC Appreciate the support role of other professionals Ability to relate well to young people and adults		Application Form Interview Task
Physical, mental and emotional demands		
Ability to work flexibly Ability to move equipment – physical ability		Application Form Interview Task
Other		
Willingness to participate in training and development		

Key to assessment methods; (a) application form, (I) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits