

Job Description- Science Technician Apprentice- Term Time only + 1 week, 37 Hours per week

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role	<ul style="list-style-type: none"> • To prepare and manage resources for teaching staff. • To provide administrative support to departmental staff.
Line management responsibility for	N/A
Key Responsibilities	<ul style="list-style-type: none"> • To provide administrative support to the Departmental staff e.g photocopying, filing, faxing, emailing, completion of routine forms • Support the Science Technician the preparation and maintenance of resources for Teaching Staff within the Science Department. • Support the Science technician in preparing specific equipment, resources and materials for the Department on request. • Organise stock in the Science Department. • Working with the Science Technician to offer technical assistance in lessons for science staff when required. • Assist in the monitoring of Health and Safety and Maintenance request. • To engage with the training and complete the Level 3 NVQ Diploma in Laboratory Science • Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility.
Line management duties and responsibilities	<ul style="list-style-type: none"> • Not applicable to this role

Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
Relevant Experience	<ul style="list-style-type: none"> • Previous work or experience in this sector 	<ul style="list-style-type: none"> • Previous experience in a school 	<ul style="list-style-type: none"> • Application
Qualifications (Education/Training)	<ul style="list-style-type: none"> • Five good GCSE's including Maths, English and Science at grade 4+ • To complete the workplace training 		<ul style="list-style-type: none"> • Application
Job Related Knowledge & Skills	<ul style="list-style-type: none"> • Ability to prioritise work • Ability to manage time effectively • Ability to maintain confidentiality in school matters 		<ul style="list-style-type: none"> • Interview • References • Interview
Personal Qualities	<ul style="list-style-type: none"> • Able to build effective and positive working relationship • Organised and methodical approach to work • Be flexible to changing demands of the post 	<ul style="list-style-type: none"> • Ability to act on own initiative and to work without close supervision at times 	<ul style="list-style-type: none"> • References • Interview
Equal Opportunities	<ul style="list-style-type: none"> • An understanding of commitment to equality of opportunity 		<ul style="list-style-type: none"> • Application
Additional Factors	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people 		<ul style="list-style-type: none"> • Interview

All employees are subject to an Enhanced DBS check, according to current statutory requirements.