



Wadebridge School

Limited Company Registered UK (Charitable status)
Company No: 07999988



JOB DESCRIPTION

Job title:	Science Practical Support Role
Grade:	£18,933 - £19,312 (reduced pro-rata)
Responsible to:	Headteacher /Head of Department Senior Technicians
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	<u>Internal:</u> Staff & Pupils <u>External:</u> Parents, Governors, Suppliers of goods and services

Main Purpose of Job:

To assist in the provision of practical support for the Science department for staff and pupils at all key stages in the school/college. To assist the Senior Technician in securing an environment in which pupils can safely pursue investigative practical work.

Main Duties and Responsibilities

1. To prepare materials, equipment and teaching aids for classroom use, at the direction of the Senior Technician. To tidy up and clean materials and equipment, including breakages and spillages, so as to ensure a safe and hygienic working environment at all times.
2. To support teachers and students during practical work, to include setting up demonstrations and experiments.
3. To assist with exhibitions, demonstrations and displays as requested.
4. To supervise students assigned to the department as part of their work experience programme, under the direction of the Senior Technician.
5. To prepare specialised tools / equipment / materials within the department (as qualified).



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6. To advise members of staff and pupils on particular hazards and requirements in the use of equipment / materials / experiments in line with COSHH/ safety / CLEAPPS guidance. To remain aware of current safety guidelines and legislation.
7. To issue and receive back materials and equipment. To check for missing and damaged equipment against inventories and inform the relevant teacher.
8. To check and test equipment routinely to ensure its good safe working order and to undertake maintenance, repairs and servicing where needed and within the limits of the post holder's skills and training. To recommend any necessary repairs or arrange further maintenance for equipment on the approval of the Senior Technician.
9. To assist in ordering stock and checking deliveries of stock when received.
10. To monitor and achieve the efficient organisation of the work and storage areas and to ensure the cleanliness, safety and security of these areas at all times.

General responsibilities

1. To be aware of and adhere to applicable rules, regulations, legislation and procedures.
2. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
3. To be responsible for your own continuing self-development, undertaking training as appropriate.
4. To undertake other duties appropriate to the grading of the post as required.



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PERSON SPECIFICATION

Job Title: Science Practical Support Role

Date: January 2022

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Experience of working in a team.	At least 2 years' experience of working in a technical support role.	Application form/ interview.
<u>Education & Training</u>	Level 2 qualification (NVQ, GNVQ or GCSE grade C or above) in English and Maths.	Level 3 qualification (NVQ, AVCE or 'A' Level) in a subject related to the specialist area. Basic Health & Safety certificate.	Application form.
<u>Special Knowledge & Skills</u>	Basic ICT and clerical skills. Good organisational skills.	Experience with materials & procedures subject to COSHH Regulations.	Application form/ interview.
<u>Any Additional Factors</u>	Self-motivated. Enjoys working with children/young people. Ability to work on own initiative and as part of a team.		Interview.

January 2022