

Lancashire County Council

Role Profile - Operational Context Form

Post title: School Science Technician					
Directorate: CYP			Location:	Schools	
Establishment or team:				Post number:	
Grade:	Grade 5	Staff responsibility:		Essential Car user:	

Purpose of the role (job statement)
 To work with teachers as part of a professional team to support learning in the sciences by providing technical assistance in the preparation and delivery of practical learning activities as well as to ensure the maintenance of teaching areas and equipment.

Accountabilities/Responsibilities – appropriate for this post:

Key duties:

1. Plan, prepare and set up specific curriculum resources / materials / equipment for lessons, as directed by the class teachers.
2. Ensure that the working environment for all science staff is safe and well organised adhering to COSHH regulations at all time.
3. Implement structured and agreed practical learning activities for groups or on a one-to-one basis, as prepared by, and under the direction of, the class teachers.
4. Develop, prepare and maintain specialist resources as required.
5. Ensure the safe and secure storage of allocated resources / materials / equipment to prevent unauthorised access / misuse
6. Clean and undertake maintenance of equipment as needed to ensure it is clean and in good working order
7. Update records, including production of reports and analysis of information.
8. Contribute to planning and development of systems, policies and procedures for their technical area.

Individuals in this role may also:

1. Ensure the adherence to health and safety regulations by technical support staff within the school.
2. Demonstrate the use of equipment to technical and other staff.
3. Provide clerical and administrative support to the classroom teachers as directed.
4. Order and maintain resources within an agreed budget.
5. Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.

Additional supporting information – specific to this post.

Indicative knowledge, skills and experience

- Should be able demonstrate significant experience or technical knowledge in a relevant technical area.
- Experience of work in a similar role would be an advantage but full training will be provided

for the successful candidate.

- Knowledge of appropriate use of specialist equipment and ability to communicate and demonstrate this knowledge effectively to staff and students.

Prepared by:	EPR Team	Date:	
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The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Grade Profile

Level Five – Operative / Support (Grade 5)

Level Five Purpose To apply practical methods, techniques, work procedures or processes in support of, or delivery of, the service.
Scope of Work Role holders will undertake a range of standardised procedures, some of which maybe relatively complex, and use associated tools and equipment. Role holders may be expected to respond independently to unexpected problems or situations.
Accountabilities/Responsibilities Role holders may be responsible for: <ul style="list-style-type: none">▪ Instructing and checking the work of others; or▪ Planning and organising tasks; or▪ Interpreting information, solving task-related problems or implementing regulations; or▪ Producing work of the required standard; or▪ Providing advice and guidance on established internal policies and procedures.
Skills, knowledge and experience <ul style="list-style-type: none">▪ Previous relevant experience or the ability to demonstrate the competence to carry out the job.▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable.▪ Enhanced skills appropriate to the job discipline. <p>In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.</p>
Performance Measures <ul style="list-style-type: none">▪ Completion of work to required standards and deadlines.