



King Harold Business & Enterprise Academy
Broomstick Hall Road, Waltham Abbey, Essex EN9 1LF
Tel: 01992 714800 Fax: 01992 654130
Website: www.kha-tkat.org

Science Technician

Hours: 34 Weeks: Term time plus 1 week Start Date: as soon as possible
Salary: Scale 5, Points 8 - 11 £20,473 - £21,748 (salary will be pro-rata)
London Fringe is in addition to the salary

We are seeking to employ an experienced science technician to assist our friendly and busy Science department.

You must have:

- High standards of numeracy and literacy skills
- Excellent IT skills
- Flexible and organised with a 'can do' attitude.
- Experience working in a specialist technical area
- Be able to work as part of a team

If you would like to make arrangements to visit the school, please contact michaela.campbell@kha-tkat.org in the first instance

Details of the vacancy and an application pack are available on the school's website www.kha-tkat.org. Kindly note that CVs are not accepted until accompanied by a completed application form.

Closing date for applications: 4th November 2021

Interviews week commencing: 8th November 2021

Health and Safety

King Harold follows the Essex and Government COVID 19 guidelines in order to protect students, staff and visitors to the school.

Safeguarding

TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.



All staff and governors are expected to undertake safeguarding training to ensure vigilance and to deter unsuitable people from working within our school. The school will meet the costs of safeguarding checks and training.

Equal Opportunities

TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part time or on a flexible basis.



Job Description: Science Technician

Name:

Responsible to: Head of Science

Band:

Responsible for

- Strategic planning and operational management of your responsibilities.
- Provide comprehensive technician support service to staff and students undertaking the science curriculum.
- To oversee the general running of the science teaching and preparation areas.
- Challenge Support and Inspire students in all aspects of the care and guidance that you provide

Purpose:

- To enforce the school's vision for learning through high expectations of behaviour and safety, including standards for discipline, attendance and punctuality
- To assist the Headteacher and the Leadership Team in the overall management and development of the school.

Key Responsibilities:

- To develop and maintain effective systems for the science department.
- To co-ordinate weekly preparation sheets.
- To identify, plan, co-ordinate and undertake team training requirements.
- To work in collaboration with the Head of Department to set and manage departmental budgets.
- To manage departmental equipment and materials and ensure appropriate stock levels are maintained.
- To ensure periodic and routine inspection and maintenance of departmental equipment and resources.
- To work in collaboration with the Head of Department to ensure risk assessments are carried out.
- To ensure efficient preparation and organisation of equipment for lessons.
- To clean equipment and laboratories after lessons and any chemical spillages or broken equipment when they occur.
- To support teaching staff and pupils during lessons.
- To support staff in classroom preparation and supporting learning environment
- To liaise with caretaking staff and to record any gas/fume problems.
- To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to laboratories.
- Such other duties as may be required by the Headteacher.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy



- Be aware of and comply with policies and procedures relating to Child Protection and all aspects of Safeguarding.

Communications

- To communicate effectively with the parents of students, students, staff and other stakeholders effectively where required.
- To take part in marketing and liaison activities such as Open mornings, Parents Evenings, liaison events with partner schools etc. where required.

Staff Development and Wellbeing

- To take part in the school's CPD programme where appropriate
- To continue personal development including subject knowledge
- To engage actively in the Performance Management Review process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Care Guidance and Support

- To promote the general progress and well-being of individual students
- To apply the Behaviour for Learning policy so that effective learning can take place.

General Duties

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
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- To promote actively the school's corporate policies and to comply with the school's Health and safety policy and undertake risk assessments as appropriate
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

Health and Safety

- Have due regard for the school Health and Safety policy and any such issues particular to their subject.
- Follow school procedures for reporting Health and Safety incidents.
- Familiarise themselves with fire regulations and procedures.
- Have due regard for student safety and report any concerns to the appropriate school body.



Accountability and discretion

- To take and be accountable for all decisions made within the parameters of the job description

STANDARDS

- The standards of the post holder will be measured through the School Performance management system by setting targets linked to this job description and the generic role. The job description will be reviewed annually at the Performance Management meeting.

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Signed:

_____ Post Holder
_____ Line Manager
_____ Head of School