

JOB DESCRIPTION
THE ROSELAND MULTI ACADEMY TRUST

Job Title:	STEM Technician
Grade:	Grade F (Points 1 – 6) Salary range: £18,328 - £21,795 Actual salary: £15,052 - £17,900
Employment:	34 hours per week (Monday to Friday), term time (38 weeks), plus an additional 15 days / overtime as required (by agreement) School holidays will be classed as leave. Payment for leave has been included in the calculation of the annual salary, therefore, no leave should be taken during school term time unless specific prior approval has been obtained from the Chief Executive Officer
Responsible to:	CEO, CFO, HR Manager, Headteacher of Falmouth School, Leadership Team of Falmouth School, Chair of the Trust Board, Head of Science, Head of Design Technology
Direct/Indirect Supervisory Responsibility:	None
Important Functional Relationships:	Trust Board, staff, students, other schools and colleges, parents/carers, visitors to the schools

Main Purpose of Job

The STEM Technician will work closely with staff to support, develop and further extend the work of the department and the experiences of the students.

The post-holder will contribute to a positive work environment by keeping it well maintained, supporting the team by providing resources and ensuring all practical requirements are met. They will be able to demonstrate excellent organisational skills, and will have a passion for science and education. Typical duties include preparing necessary solutions and equipment for practical experiments as well as maintaining, repairing and taking inventory of apparatus. You will also liaise with the staff in the science department over equipment and safety issues and run trials of experiments and demonstrations.

Training will be provided to help develop the full range of skills to carry out this role effectively. This is a key role in the success of the science department and the technician role forms a central part of the work of the department.

Main Responsibilities

- To assist the Head of Department in the coordination of the use of practical resources and facilities.
- To prepare materials, equipment and teaching aids for classroom use, at the direction of the Head of Department.
- To assist the Head of Department in the assessment, monitoring and review of health and safety procedures.
- To issue and receive back materials and equipment. To check for missing and damaged equipment against inventories and inform the relevant teacher.
- 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 order stock and check deliveries of stock when received as directed.

Expectations

- To know and engage in our school staff cultures and support each other in achieving outstanding education for our students.
- To lead in your role and engage in performance management and professional development opportunities.
- To work collaboratively with colleagues across The Roseland Multi Academy Trust to improve Trust wide systems.
- To attend induction training; training as appropriate and training relevant to the post, including safeguarding training.
- To undertake such other duties as are commensurate with the grade of the post, as may be reasonably required by your Headteacher.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all staff should make sure their approach is child-centred and to have professional curiosity. This means that they should consider, at all times, what is in the best interests of the child, to act on this and share information with other multi-agency professionals.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
<u>Relevant Experience</u>	Practical experience of ICT, email and other office electronic applications i.e. Google.	Experience of working within a scientific environment. Experience of the school environment.
<u>Education & Training</u>	Level 2 qualification at a high pass level in a science related subject plus a Level 2 qualification at a good pass in English and Maths. Health & Safety qualification or willingness to undertake training. First Aid qualification or willingness to undertake training.	Level 3 qualifications or equivalent experience.
<u>Special Knowledge & Skills</u>	A commitment to safeguarding and equality. Good organisational skills and record keeping. Effective oral and written communication skills. A willingness to acquire a good understanding of Health and Safety regulations relating to science education	Awareness of current scientific developments in education.
<u>Any Additional Factors</u>	Ability to build effective working relationships. Enjoy working with young people. Desire to continually develop professional expertise. Calm and adaptable with an ability to thrive in a busy school environment Be able to work on their own initiative and as part of a team. Ability to manage competing priorities.	Experience of working in partnership with professionals.