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| **Grade** | **Job Title** | **Capsule job profile** | **Competencies** | **Qualifications, Training and Development** |
| **£16,334 FTE (£13,924 pro rata)** | **Science Technician Apprentice**  36 hours per week/39 weeks per year  Based at Three Rivers Academy  Fixed-term contract for up to 18months for the duration of the apprenticeship scheme. | The Science Technician Apprentice will work and train as part of a team of technicians servicing laboratories, preparing materials and equipment for demonstrations and practical lessons as requested by teaching staff. Duties will include but are not limited to:   * Prepare and set out equipment to support teaching staff in undertaking demonstrations and experiments and to manage the safe acquisition, storage and disposal of equipment and chemicals used in the delivery of the science curriculum. * Clear up and washing up in laboratories and handle chemicals and equipment. * Check on general equipment in laboratories and stationary stocks, replenishing as necessary. * Carry out minor repairs within levels of competence and safety on apparatus and equipment. * Carry out basic administrative tasks as required such as photocopying, printing, filing, conveying messages, creating displays of information and undertaking administration to support senior staff in the department. * Carry out relevant tasks that may be requested by more senior staff or the Head of Department from time to time. | THPT provides a supportive environment and its success is based on the quality of teamwork and personnel already working here. Personal skills and qualities are therefore of considerable importance.  The following list is not exhaustive but is intended to clarify essential attributes required to perform this role:   * Good inter-personal skills * Hardworking and committed * Proactive and adaptable * Punctual * Attention to detail * Able to work alone or in a team * Uphold and support THPT Policies and procedures on the Safeguarding of young people | Solid general education to ‘GCSE’ level and above (dependent on level of apprenticeship).  Proficient in the use of Microsoft Office to  include Word, Excel and Outlook.  Post holder should demonstrate a commitment to on-going professional development.  Training and development may include:   Induction Training   On Job Training   Familiarisation with THPT policies and practice   Support Staff Performance Management Programme   Safeguarding Training   SIMS  The successful candidate will be subject to a satisfactory enhanced Disclosure from the Disclosure and Barring Service (DBS).  THPT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  What Apprentices will learn whilst with working in their role within THPT:   * Understanding organisational structures * Team functions and processes * How to deal with queries * Developing solutions to problems and escalating complex issues * Handling situations professionally * Good time management, organisation and how to prioritise own workload |

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