

**Part A - Grade & Structure Information**

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| **Job Family Code** | **1/2OS** | **Role Title** | **Science Technician Apprentice** |
| **Grade** | **P1/2** | **Reports to (role title)** | **Senior Science Technician** |
| **JE Band** | **98-113** | **School** | **The Howard Partnership Trust** |
| **Date Role Profile created** | **June 2022** |
| **Part B - Job Family Description**  The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. THPT reserves the right to review and amend the job families on a regular basis. | | | |
| **Role Purpose**  including key outputs | | 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 Work Context and Generic Responsibilities** | | Maintain confidentiality in and outside of the workplace.  Be pro-active in matters relating to health and safety and report accidents as required.  Support aims and ethos of the school setting a good example in terms of dress, behaviour, punctuality and behaviour, punctuality and attendance.  Uphold and support the School’s Policies and procedures on the Safeguarding of young people. | |
| **Line management responsibility**  if applicable | | n/a | |
| **Budget responsibility**  if applicable | | n/a | |
| **Representative Accountabilities** Typical accountabilities in roles at this level in this job family | | **Service delivery**  • Carry out basic cleaning and cleaning tasks to leave the facility clean and tidy.  • Carry out basic repair and/or maintenance duties as instructed.  • Collect and use tools and equipment needed for given tasks, check they are safe and fit for use, keep in good condition and return on completion.  **Planning and Organising**  • Carrying out simple and repetitive tasks in accordance with defined standards and quality.  Work with others  • Answer simple queries politely and refer others.  • Report any problems or incidents, e.g. breakdowns, deficiencies, to supervisor.  **Duties for all**  Values: To uphold the values and behaviours of the organisation.  Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.  Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.  To have regard to and comply with safeguarding policy and procedure as appropriate. | |
| **Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics** | | 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  • Basic numeracy and literacy.  • Ability to understand basic health and safety and hygiene and other relevant procedures.  • Able to operate basic equipment.  • Good listening skills and enthusiasm to learn.  • Accuracy and ability to follow instructions.  • Able to exchange basic information verbally or in writing.  • May be required to undertake manual handling and physically demanding work. | |
| **Details of the specific qualifications and/or experience if required for the role in line**  **with the above description** | | The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).  THPT is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | |
| **Role Summary** | | Roles at this level carry out basic preparation, catering, cleaning and maintenance tasks in a defined area using basic tools and equipment in support of the provision of an operational service.  Tasks are generally straightforward within established routines and procedures and under regular or direct supervision. Work is typically to short deadlines on a daily basis. | |

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