

# Heathlands School, St Albans

Required October 2021

## Technician

An exciting opportunity has arisen to join the staff of this vibrant, high achieving local authority special school for deaf children aged 3-16. We are looking for a DT/Science Technician to provide support for our Science and DT departments.

**Hours: 15 hours per week, term time plus 2 days (ie 38.4 working weeks)**

**Pay Scale : H3. For full time equivalent: £19312 - £19698 depending on experience, paid pro-rata for hours/weeks worked plus paid holiday entitlement (£6820)**

**Salary will be negotiated with the successful applicant dependant on qualifications and experience.**

The successful candidate will ideally have

- NVQ level 2 technician support qualification
- Understanding of H & S
- Knowledge of COSHH and CLEAPS guidelines
- excellent communication skills and the ability to communicate effectively at all levels
- a knowledge of, or an interest in learning sign language
- excellent interpersonal and team work skills
- an interest in Continuing Personal development training

Full training will be offered for the right candidate

Benefits include good technical support, extensive staff development programmes including the opportunity for additional training courses and in house sign language training  
Heathlands is committed to safeguarding pupils and this post will require an enhanced DBS check.

To apply for this position please return your application form and person specification form to: The Co-Head Teachers, Heathlands School, Heathlands Drive, St Albans AL3 5AY.  
Email: [head@heathlands.herts.sch.uk](mailto:head@heathlands.herts.sch.uk)

For an informal discussion please email [head@heathlands.herts.sch.uk](mailto:head@heathlands.herts.sch.uk) to arrange a telephone or facetime discussion.

**Closing date: 7 September 2021 at 12 noon**

## Heathlands School

### Design and Technology/Science Technician Job Description

Purpose of the Role: To work with teachers as part of a professional team to support learning by providing technical assistance through the preparation and maintenance of teaching areas and equipment for pupils.

#### Qualifications:

Hold a recognised qualification at NVQ level or equivalent experience in a lab is preferred but all training will be provided for the right candidate

#### Responsibilities:

- Set up resources / materials / equipment for DT and Science lessons
- Support structured and practical activities for groups or on a one-to-one basis
- Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use
- Safely and securely store allocated equipment and materials to prevent any unauthorised access / misuse
- Clean and undertake maintenance of equipment as needed and as directed to ensure that it is clean and in good working order
- Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to line manager
- Carry out risk assessments for practical and technical activities and H & S procedures e.g. cordon off safety areas with tape
- Running trials of science experiments and demonstrations
- Undertake record keeping, as directed ( including H & S log checks, inventory of chemicals)
- Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.
- Helping to ensure COSHH regulations are carried out and attention to staff is drawn to relevant H & S guidance

Individuals in this role may also undertake some or all of the following:

- Secure and work with hazardous materials
- Provide clerical and administrative support as directed

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| <p><b>Knowledge</b></p> <p>Up to date knowledge of appropriate use of materials and equipment</p> <p>Working at or towards appropriate national occupational standards (NOS), or supporting teaching and learning as appropriate to the type of technician role with knowledge / skills equivalent to national qualifications level 2 or equivalent experience in a specialist area.</p> <p>Knowledge of procedures for preparation, use and maintenance of materials and equipment equivalent to national qualifications level 2.</p> <p>Level 1 Safeguarding</p> <p>Understanding of the Schools ethos and values</p> <p>Manual Handling</p> <p>Good understanding of H&amp;S at work</p> <p>Knowledge of COSHH and CLEAPS guidelines are preferred</p> <p>Knowledge of volumetric and quantitative technique an advantage</p> | <p><b>Competencies</b></p> <p>Communication (written and verbal)</p> <p>Problem Solving</p> <p>Listening</p> <p>Detail Handling</p> <p>Monitoring</p> <p>Planning and organising</p> <p>Team working</p> <p>Flexibility</p> |
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This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.