

Hadrian Learning Trust

**JOB DESCRIPTION**

Post Title:	Admin Curriculum Support - Science	Director/Service/Sector:	Children’s Services
Band:	3	Workplace:	HMS and QEHS Part of HLT
Responsible to:	CL for Science and Trust Business Manager	Date:	March 2024
Job Description Ref:			
Responsible for:			
<b>Contact with young people:</b> This role requires regular, ongoing and unsupervised contact with young people. The degree of responsibility for young people is outlined below in the role and responsibilities area of the form. Under the guidance of senior staff: be responsible for undertaking administrative, financial, organizational processes within the school.			
<b>Job Purpose:</b> Provide an accurate, safe and efficient administrative and technician resource support for the Trust Science department. To ensure science technician administration is carried out in an efficient and effective manor and that experiments are prepped in accordance with regulatory and Trust Health and Safety policies and procedures. Assist with the planning and development of support services.			
Resources	Staff	Part of a team of 3 technicians	
	Finance	Orders and invoices, trust credit card holder.	
	Physical	Office equipment, science equipment,	
	Clients	Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public)	
Duties and key result areas:			



## **Key responsibilities linked to the role:**

### **Organisation and administration**

- Create and maintain a clean and orderly and productive working environment.
- Timely and accurate preparation of specialist resources for the Science team as set out in Trust protocols and instructions.
- Timely preparation and basic maintenance of specialist equipment as set out in relevant instructions.
- Support the subject teacher in the preparation and maintenance of wall displays
- Contribute to the planning, development and organization of support service systems/procedures/policies.
- Monitor and manage the use of resources and ensure their orderly and secure storage, cataloguing as required.
- Maintenance of specialist equipment checking for safety and undertaking repairs within own capabilities and where appropriate.
- Demonstrate and assist others in the safe and effective use of specialist equipment and resources.
- Manage manual and computerized record and information systems.
- Analyse and evaluate information and produce reports and information as required.
- Provide personal, administrative and organizational support to other staff.

### **Whole School Responsibilities**

- Comply with and assist with the development of Trust policies. The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner and procedures relating to:
- Safeguarding and Child protection
- Health and safety - the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both oneself and others.
- Data protection
- Confidentiality and data protection Reporting all concerns to an appropriate person.
- Support the school's policies that ensure equality of opportunity across a range of abilities
- Contribute to the overall ethos of the school and Work in such a way as to promote the ethos and vision of the school.
- Establish constructive relationships and communicate effectively with external agencies
- Attend and participate in regular meetings
- Participate in training and development as required.
- To undertake First Aider training appropriate with the role and nature of activity.
- To undertake other duties and responsibilities as required commensurate with the grade of the post.
- Assist with the management of students outside the classroom e.g. school trips
- Assist with the supervision of students outside normal lessons e.g. after school clubs
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.
- The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.
- 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.
- Employees are expected to adopt a professional, courteous demeanour at all times during communication with colleagues, visitors, or students.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

#### Work Arrangements

Transport requirements:	• Normally indoors on site at QEHS and HMS
Working patterns:	• Normal hours 8:00-4pm, some flexible available on start/finish times
Working conditions:	• In science prep room and classrooms

#### PERSON SPECIFICATION

Essential	Desirable	Assess by
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>• NVQ level 3 or equivalent qualification in a relevant discipline</li> <li>• A Level or equivalent qualification</li> <li>• Good numeracy and literacy skills (NVQ level 2 or above) including use of grammar, punctuation and spelling.</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in a Science or Science related subject.</li> <li>• A Level or equivalent in a science subject or relevant subject.</li> </ul>	<ul style="list-style-type: none"> <li>• (a), (t), (g)</li> </ul>

#### Experience

<ul style="list-style-type: none"> <li>• Experience of working within an environment that required attention to detail and numerical accuracy</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of relevant codes of practice and HS&amp;E legislation.</li> <li>• Knowledge of CLEAPS.</li> <li>• Experience of working within a laboratory environment.</li> </ul>	<ul style="list-style-type: none"> <li>• (a), (i), (g)</li> </ul>
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<ul style="list-style-type: none"> <li>• Good planning and organisational skills with the ability to work to strict deadlines.</li> <li>• Excellent oral and written communication skills.</li> <li>• Ability to work on own without supervision on a day-to-day basis.</li> <li>• Ability to deal simultaneously with the conflicting demands of a number of service users.</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post. Candidates must be able to fulfil all spoken aspects of the role with confidence through the medium of English.</li> </ul>	<ul style="list-style-type: none"> <li>• (a), (i), (t)</li> </ul>
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>• Ability to work under pressure to meet deadlines.</li> <li>• Ability to maintain vigilance to ensure children remain safe and secure in a shared area with the general public.</li> </ul>		<ul style="list-style-type: none"> <li>• (i)</li> </ul>
<b>Other</b>		
<ul style="list-style-type: none"> <li>• Willingness to participate in personal and professional development.</li> <li>• Self-motivated and able to work under own direction on a day-to-day basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of learning beyond the work place.</li> </ul>	<ul style="list-style-type: none"> <li>• (a), (i)</li> </ul>

- Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits