

## Job Description

|                      |               |                                 |                          |
|----------------------|---------------|---------------------------------|--------------------------|
| <b>Group Member:</b> |               | Leeds Sixth Form College        |                          |
| <b>Job Title:</b>    |               | Apprentice Technician - Science |                          |
| <b>Reports to:</b>   |               | Lead Science Technician         |                          |
| <b>Job Grade</b>     | L4 Apprentice | <b>Department</b>               | Leeds Sixth Form College |

### SPECIFIC ROLE RESPONSIBILITIES:

- Support with the preparation, delivery and setting up of all equipment (where necessary) for use by staff and students including related paperwork for practical sessions.
- Support Science Technicians in ensuring that workshops, laboratories, classrooms and all equipment used are kept clean, tidy and in a safe condition.
- Report to the lead technician in cases where replacements/further investigation might be required in equipment.
- Be responsible for the safe storage of equipment and materials. Understanding of the correct disposal of waste and hazardous materials, according to the relevant regulations guidelines and school procedures and in line with Health and Safety good practice.
- Consult Technician or Lead Technician for guidance on practicals in which known hazardous materials are to be used or uncommon usage is requested.
- Assist in the preparation of equipment and materials for examinations as directed by the lead technician.
- Support in the preparation of less common chemical and biological solutions for practicals, such as preparations for A level work in Biology and Chemistry as well as BTEC, Access, GCSE and AAQ's.

### GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.

- Embody the Group's Values:

**Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

**Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

**Passion**

*Encouraging all to have aspiration and passion in everything they do.*

**Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

**Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

**Creative**

*Always hungry to learn and looking ahead so we can be responsive*

## Person Specification

|                   |                                 |
|-------------------|---------------------------------|
| <b>Job Title:</b> | Apprentice Technician - Science |
| <b>Department</b> | Leeds Sixth Form College        |

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,  
C = Certificate, MT = Micro Teach

| Qualifications and Attainments |   |                      |
|--------------------------------|---|----------------------|
| Essential (E)<br>Desirable (D) | Criteria  | Method of assessment |
| E                              | Q1. GCSE English and Maths, grade A* - C or equivalent                                    | A / C                |
| E                              | Q2. Level 3 Science qualification, such as A level Sciences or a BTEC in Applied Science. | A / C                |

| Experience and Knowledge       |  |                      |
|--------------------------------|--|----------------------|
| Essential (E)<br>Desirable (D) | Criteria   | Method of assessment |
| D                              | EK1 Previous experience of working in an educational environment                                       | A / I                |
| D                              | EK2 Basic First Aid Training   | A / I                |
| D                              | EK3 Knowledge and experience of school science and current regulations regarding safe working practice | A / I                |

|   |  |   |
|---|--|---|
| D | EK4 Knowledge and understanding of health and safety regulations | I |
| D | EK5 Familiarity with school science laboratories and equipment   | I |
| D | EK6 K6 Understanding of relevant policies and codes of practice  | I |

| Skills and Competencies        |   |                      |
|--------------------------------|---|----------------------|
| Essential (E)<br>Desirable (D) | Criteria  | Method of assessment |
| E                              | SC1 Good communication  | A / I                |
| E                              | SC2 Able to work on own initiative and within a team  | A / I                |
| E                              | SC3 Ability to manage resources   | I                    |
| E                              | SC4 Able to manage own time effectively   | I                    |
| E                              | SC5 Able to work under pressure   | I                    |
| E                              | SC6 Proven ability to work creatively and collaboratively, with a minimum of direct supervision | I                    |
| E                              | SC7 Basic ICT skills  | A                    |
| E                              | SC8 Willing to self-improve, learn and develop  | I                    |

| Behavioural, Values and Ethos  |  |                      |
|--------------------------------|--|----------------------|
| Essential (E)<br>Desirable (D) | Criteria   | Method of assessment |
| E                              | B1. Support and promotion of equality, diversity and inclusion                                   | A/I                  |
| E                              | B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in | I                    |
| E                              | B3. Commitment to the PREVENT agenda   | I                    |
| E                              | B4. Commitment to professional standards   | I                    |

|   |   |   |
|---|---|---|
| E | B5. Commitment to restorative practice approaches | I |
|---|---|---|