



FULLHURST
COMMUNITY COLLEGE
EST. 1991

Motor Vehicle Technician Information Pack





Dear Applicant,

It is a privilege to introduce myself as Principal and to thank you for expressing an interest in working with us here at Fullhurst Community College.

To be part of Fullhurst Community College is to transform lives. We are proud to serve a diverse community of over 1000 students, aged 11-16 years, on our large site in south west Leicester and are oversubscribed each year. As the first school in Leicester to be rebuilt under the 'Building Schools for the Future' programme, Fullhurst provides an exceptional environment in which to learn and work. Over the next four years we will expand from 1035 students to 1500 students. To facilitate this, a new build is being developed in conjunction with Leicester City Council on Ellesmere Road, the site of the old Ellesmere College.

In 2016, our Progress 8 measure was +0.48, the highest in Leicester and in 2017 it is +0.64, placing Fullhurst in the top 200 schools in England. This score is exceptional; demonstrating the strength of our curriculum and that all groups of Fullhurst students achieve beyond national targets. We are extremely proud of our students' progress and achievement which continues to increase year on year.

Fullhurst Community College was inspected by Ofsted in January 2018. The visit was the first short inspection carried out since the college was judged to be good in October 2012. We are very proud to announce that Fullhurst Community College continues to be good. The report states; *"Staff work hard to maintain the schools many strengths and improve the school further. There is a clear-sighted focus on improving GCSE outcomes, combined with a deep-seated moral commitment to serving the needs of the young people in the area, especially the most vulnerable."* Challenge Partner reviews, most recently in 2017, suggest the school has many outstanding features. In June 2017, Fullhurst was recognised by the Department for Education as Secondary Regional Champion at the Pupil Premium Awards and in December 2017, we were extremely proud to be announced as the Leicester Mercury School of the Year 2017.

Your involvement in our journey to outstanding cannot be underestimated. You will have ample opportunity to share in and enhance our current good practice. The potential for your own professional development is outstanding and we provide excellent support for new staff.

If you have any questions please do not hesitate to contact the college on 0116 282 4326 or via email recruitment@fullhurst.leicester.sch.uk

I look forward to receiving your application and accompanying letter, explaining why you are a suitable applicant for the position.

Yours faithfully

S Piggot
Principal

Transforming lives

Principal: Mr Steve Piggot
Fullhurst Community College, Imperial Avenue, Leicester LE3 1AH
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www.fullhurst.leicester.sch.uk



Transforming lives at Fullhurst Community College



Fullhurst Community College's priority is to provide the highest quality education for every student in a supportive and inspiring environment. Behind the iconic 1930s façade on Fosse Road South, the modern, well-equipped and recently refurbished facilities at Fullhurst are second to none.

It is our aim that students leave the college as successful, confident and responsible young people equipped with academic qualifications as well as the personal and social skills to enable them to succeed and make a positive contribution to society. We take great pride in seeing our students flourish and move on as confident young adults.

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At Fullhurst Community College, we offer a broad and balanced curriculum designed to ensure that every student has the opportunity to fulfil their potential. Students follow personalised pathways for learning which meet their individual needs. All students learn more about the world around them in Citizenship and RE lessons and through our tutor programme. Careers education, information, advice and guidance is offered to students in each year at Fullhurst Community College including trips and workshops, work experience and mock interviews.

We strive to ensure that work is closely matched to students' abilities and rigorous enough to provide the challenge necessary for students to achieve their very best. We know that some of our students have individual learning needs which may affect their progress across the curriculum and we have a committed team of teachers and teaching assistants trained to support students with a variety of needs, able to facilitate in class support, small group work and individual one-to-one support. Students showing aptitude in specific areas will join our more-able groups which run in all curriculum areas.

The positive benefits of the Pupil Premium can be seen across the college and particularly in the increasing percentage of students making better than average progress. We were extremely proud to be announced as Secondary Regional Champion at the Pupil Premium Awards 2017. The award recognises the college's success in raising aspirations and ensuring disadvantaged students can fulfil their full potential. We're continually looking to improve the outcomes for our students.

Our 2017 results:

- Fullhurst Community College's Progress 8 score for 2017 was +0.64.
- Fullhurst Community College's Attainment 8 score for 2017 was 45.12.
- 23% of all grades were A* or A or grade 7,8 or 9.



Transforming lives

Fullhurst Community College

Reasons to join our team



Fullhurst Community College first opened its doors in 1991 and we have never been more excited about our future. There are currently 1036 students and over 150 teaching and support staff, housed in an attractive traditional building with a modern extension which opened in 2008. We also have a large, well equipped sports complex and grounds. In order to meet the essential need for additional school places locally and to enable us to transform the lives of even more young people, Leicester City Council are planning to expand Fullhurst Community College into the nearby vacant site, formerly occupied by Ellesmere College. This is a tremendously exciting opportunity. Getting these state of the art new facilities will not only allow us to welcome more new students to our college, it will also help us to continue to raise standards.

We listen to our staff

Following a recent annual staff survey, 96% rated the performance of the college as good or very good. 97% said they would recommend the college to prospective parents.

We value our staff

We have signed up to work towards achieving the Wellbeing Award for Schools (WAS). This award focuses on ensuring effective practice and provision is in place that promotes the emotional wellbeing and mental health of both staff and pupils. *"Staff value the support they receive from senior leaders as well as the focus on their well-being."* Ofsted January 2018

What we can offer you:

- A comprehensive induction process, with all new teaching staff offered a mentor.
- Commitment to providing a supportive and developmental culture for all staff, through an extensive CPD programme.
- Collaborative planning sessions, where dedicated time is set aside for the department to plan collectively and therefore reduce workload.
- A comprehensive support structure.
- Developmental lesson observations which are not graded.
- Free access to our fully equipped on-site gym and preferable rates for college facilities hire.
- Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint.
- Childcare scheme - allows money to be taken out of your salary before Tax and National Insurance.
- Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen.
- Vectis discount card - an easy way to save in store on shopping, eating out and much more.
- Annual flu jab - to protect against those winter germs.
- Staff can always approach their line manager for assistance but they also benefit from a dedicated team who provide a confidential counselling service offering telephone or face-to-face appointments, 365 days a year.
- We're committed to equality and diversity. We have our very own Stonewall Champion and are committed to equal opportunities for everyone.
- We provide a wide range of activities and events for staff to relax and enjoy across the year including staff BBQs and sporting activities.
- We are part of the Teachers' Pension Scheme for teaching staff and the Local Government Pension Scheme for support staff.

What staff have to say about Fullhurst Community College



"I started at Fullhurst in 2010 as an unqualified teacher, through the TeachFirst programme. I was greatly supported by colleagues in the maths faculty and across the college in those first couple of years in particular, and from day one enjoyed working with the incredible students we have here at the college. I have had the privilege of performing different roles here over the past few years, and have seen the college go from strength to strength in that time. Fullhurst is underpinned by its moral purpose. The culture of the college is driven by the want to give our students the very best experiences possible, enabling them to flourish academically and grow as young people. My favourite aspect of Fullhurst has always been the sense of community shown by the students, who in my opinion are incredibly accepting and supportive of one another."

Mr T Hague

Deputy Principal

"I joined Fullhurst Community College in 2013 as a Cover Instructor. Having graduated from university at a later stage of my life, I wanted to make a contribution to society by working with teenagers from a similar background to my own. I initially started at Fullhurst Community College on a temporary contract because my intention was to apply to join a teacher training course after a few months. However, I quickly realised that working as a Cover Instructor was very stimulating and enjoyable and could be more than a 'filler' before a teacher training course. This, coupled with the fact that Fullhurst was keen to enable staff to develop their skills, persuaded me to accept a permanent position when it was offered. At Fullhurst, cover instructors are highly valued. We work closely with staff and students on a daily basis and assimilate ourselves in the workings of the school. This has enabled me to develop relationships of mutual respect and trust with colleagues and at the same time build positive relationships with my students. In my role I am fortunate to work with students from both an academic and a pastoral perspective. I enjoy the challenges which arise in my role whether they relate to behaviour or achievement and I take pride in the outcomes achieved during my lessons despite the fact that the regular teacher is not present. I joined Fullhurst because I wanted to make a difference to young peoples' lives. If you are genuinely interested in improving the lives of young people and you want to work with children from challenging backgrounds who have heaps of potential and great character then this could be the school for you."

Ms F Bhattay

Cover Instructor

"I started working in education in 1992 as a teaching assistant in a primary school. In 1994, I began working as a TA at a secondary school mainly with two students with SEN, this was a very unusual role at the time. When the students left I became a science technician at the school. I joined Fullhurst Community College as a science technician in 2005. I have seen lots of changes over the years, for the better. I have been through several Ofsted visits with the college attaining higher outcomes each time. Working here is very rewarding, the staff are a great team, working together for the benefit of our students both academically and in their own personal development. Expectations of students are high and staff work together to help them achieve their best. Fullhurst is also a fun place to be!"

Miss T Marlow

Technician, Science

"I joined Fullhurst Community College straight after a successful School Direct programme and completed my NQT year here. Fullhurst have a fantastic NQT programme where you gain outstanding support to help you develop to become the best teacher you can. Two years later I was fortunate to be offered the position of Head of Physical Education. The reason I applied to work at Fullhurst is their ethos of transforming lives. I believe that as a teacher, you can provide every student with equal opportunities so that they can reach their full potential and that is exactly what Fullhurst offer. Working with a variety of students from completely different backgrounds, I find to be very rewarding and enjoyable. Every day something new can happen which keeps you on your toes! I love working here because you feel like you make a real difference to our students' lives in both their academic and personal development."

Miss M Bird

Head of PE

"I started working at Fullhurst Community College as receptionist back in 2008. I chose to work here because I had heard positive things and wanted to be part of a school that was evolving. After a time, I found myself really enjoying the engagement with the students, at this stage I knew I wanted to be in a role that offered more and found myself interested in the pastoral route. I became the Assistant Head of Year 8 and enjoyed this experience very much. Later I progressed to Head of Year, rolling with our year groups and every year group brought its own challenges and rewards. Four years on and I am now the static Head of Year 11 and loving it. I really enjoy this role as I get to see the students through their most crucial year and help support them through college applications and exams. It is also amazing to come and be a part of results day and makes it all worthwhile! I enjoy working here because I like being part of a team and we have a fantastic pastoral team that is dedicated and committed to helping our students achieve their best. I enjoy the daily challenges and I look forward to even more future successes."

Mrs R Buckle

Head of Year 11

"I joined Fullhurst as an NQT in 2002 and I am now Curriculum Leader for Science. The college has provided me with so many opportunities to grow as a leader and as a person that I feel it is only right that I give back to the college, the students and the community. Every day we work tirelessly with young people to transform their lives. To work in such a diverse college, with so many talented people, is humbling as well as being a privilege. For many of our students, the college provides the only advantage they will have in their lives. It is therefore very clear to me that the students, the college and the community deserve the very best teachers and the very best leaders"

Miss S Thompson

Curriculum Leader, Science

Working at Fullhurst Community College has been the most enjoyable workplace environment I have ever been a part of. The college has allowed me to develop and succeed in a position that I never thought was possible for myself. I feel that as I have been working here, I have improved significantly and have had the freedom to do so with such a supportive group of colleagues.

Mr Carl Perry

Teaching Assistant Level 3, SEND

Fullhurst Community College

Recruitment advertisement



Post title: Motor Vehicle Technician Level 2

Salary: Grade 5 point 19-22 (£18,101 - £19,850 actual salary)

Contract type: Term time and permanent 39 weeks per year (38 weeks term time plus 5 training days)

Hours: 37 hours per week (Mon – Thu 8am – 4pm with 30 min lunch and Fri 8am – 3:30pm with 30 min lunch)

Responsible to: Curriculum Leader

We are seeking a Motor Vehicles Technician to support our Motor Vehicles department at Fullhurst.

The successful applicant will support the teaching of Motor Vehicles by developing, preparing and maintaining appropriate facilities, equipment and materials for use by teachers and students.

Fullhurst is in the top 200 schools nationally, the Department for Education 2017 Pupil Premium Secondary Regional Champion and 2017 Leicester Mercury School of the Year. We passionately believe in transforming the lives of young people from one of the most deprived communities in the UK. With over 50% of our students from disadvantaged backgrounds, we know that our success is genuinely doing this.

If you want to be part of our continued success, if you believe in improving the life chances of young people from disadvantaged backgrounds and if you are committed to success for yourself and your subject we look forward to receiving your application.

Further details, including the application form, are available from our website www.fullhurst.leicester.sch.uk or by emailing recruitment@fullhurst.leicester.sch.uk

A letter detailing why you are a suitable candidate for the position should accompany your completed application.

Completed applications should be returned to Mrs Ruth Sharp, Assistant Business Manager, Fullhurst Community College, Imperial Avenue, Leicester, LE3 1AH
or via email at recruitment@fullhurst.leicester.sch.uk

Closing date: Thursday 26 July at 9am
Interviews to be held on Wednesday 1 August

Fullhurst Community College is committed to safeguarding and promoting the welfare of all children and young people. Please note that an Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.

Fullhurst Community College

Job Description



Post title: Motor Vehicle Technician Level 2

Salary: Grade 5 point 19-22 (£18,101 - £19,850 actual salary)

Contract type: Term time and permanent 39 weeks per year (38 weeks term time plus 5 training days)

Hours: 37 hours per week (Mon – Thu 8am – 4pm with 30 min lunch and Fri 8am – 3:30pm with 30 min lunch)

Responsible to: Curriculum Leader

Core purpose of the post:

- To support the teaching of Motor Vehicles by developing, preparing and maintaining appropriate facilities, equipment and materials for use by teachers and students.

Specific responsibilities of the role:

- Optimise the use and availability of resources for the faculties.
- To ensure that the workshops, preparation and storage areas are kept clean and tidy.
- Develop technical expertise in the faculty equipment.
- Ensure that all workspace and equipment is maintained in a safe condition for use.
- Maintain adequate stocks of consumables, spare parts etc.
- To store all equipment and materials in accordance with the appropriate legislation and guidelines.
- To maintain good relationships with staff, students, parents/carers and visitors.
- Follow the requisite procedures and legislation regarding confidential information.
- Be proactive in the implementation of all college policies and procedures including equal opportunities policy, health and safety regulations, and safeguarding children in education - child protection policy.

Job tasks: (Each task taking at least 10% of the post holder's time)

- To manage allocated material and financial resources, monitoring and reviewing stocks for the faculties.
- Prepare and clear away practical resources for lessons and projects under the direction of the teaching staff.
- Assist teachers in the classroom including the practical instruction of groups of students in presence of teacher.
- Investigate, cost and develop projects under the direction of the teaching staff and identify outside suppliers.
- Regularly check, maintain and repair items of equipment, monitor stock levels of equipment, spare parts, and machinery consumables etc ordering replacements when necessary.
- Recommend and advise the Faculty Leader of any new equipment, materials or major repair requirements.
- Assist in the design and manufacture of items, templates etc. for use in lessons, projects, etc.
- Familiarise themselves with, and instruct others in the use of new equipment, machinery and software.
- Assist in the development and maintenance of PC equipment and software used within the faculty.

Other responsibilities:

- Advise the Faculty Leader on new Health and Safety legislation and other regulations to adopt and adhere to in the classroom or workshop situation.
- To be responsible for maintaining IT and paper records of risk assessments, PAT testing records, COSSH for the faculty.
- To maintain and monitor inventory of stock within the department and ensure that Health and Safety guidelines are adhered to at all times.
- To undertake shopping for the faculty for curriculum use.
- Collect money paid by students for ingredients/consumables used in practical lessons, record payments and pay money into the Finance Office.
- To have a basic understanding of equipment used within the Motor Vehicles department.
- To support and cover in the absence of other technician staff as requested.
- Invigilate examinations as requested.
- To be proactive in challenging poor behaviour during lesson and at break and lunchtime in line with the college behaviour policy.
- Attend relevant courses and any other training deemed reasonable within the requirements of this post.
- Carry out any other duties that may be reasonable as requested by the Principal or the Director of Resources.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Principal / Director of Resources to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Staff Member

Date: _____

Fullhurst Community College

Person Specification



Post title: Motor Vehicle Technician

Salary: Grade 5 point 19-22 (£18,101 - £19,850 actual salary)

Contract type: Term time and permanent 39 weeks per year (38 weeks term time plus 5 training days)

Hours: 37 hours per week (Mon – Thu 8am – 4pm with 30 min lunch and Fri 8am – 3:30pm with 30 min lunch)

Responsible to: Curriculum Leader

Training and education	Essential (E) / Desirable (D)
GCSE Maths and English or relevant qualification.	E
ICT skills sufficient to use Word and Excel.	E
Qualification in Motor Vehicles/ Engineering.	D
Experience	
Knowledge of motor vehicles sufficient to support the college curriculum.	E
Knowledge of motor vehicle equipment.	E
Able to carry out, train and supervise the work of other staff.	D
Able to design and produce teaching aids for faculty projects.	E
Able to recommend beneficial changes in procedure, procurement, materials etc.	D
Knowledge of Health and Safety at Work Act and the implementation.	E
Working knowledge of GDPR and Child Protection Policies.	E
Communication	
Good verbal and written communication skills sufficient to establish good working relationships with staff, pupils and the technical team.	E
Good organisational skills	E
Equal opportunities	
Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice.	E
Commitment to equal opportunities and equal value for all students.	E
Other conditions	
Must be willing to attend further training/technical courses as appropriate.	E
Must be willing to work occasionally out of school hours and extra days/weeks in the school holidays as appropriate.	E
Able to recognise the importance of, and willing to learn and follow the appropriate Health & Safety procedures.	E

Must satisfy relevant pre-employment checks. An Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.	E
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E9019 Science Technician JD & Level Criteria

Level Criteria Matrix

Element	Level 3 (ROLEID E9019a)	Level 2 (ROLEID E9019b)	Level 1 (ROLEID E9019c)
People Management	<p>As lower level plus: Full management responsibility for up to 3 staff. Supports the teacher when providing input to pupils needs. Organises staff, arranging cover where needed.</p>	<p>As lower level plus: Supervises up to 3 staff.</p>	<p>Supports teacher in the classroom and occasionally pupils in their projects. Mentors or provides guidance for junior or new members of staff</p>
Creativity required	<p>As lower level plus: Manufactures basic equipment for use within the classroom. Creates databases, forms, posters etc. and sets up video clips for teachers. Assists with compiling budgets. Undertakes research for replacement and new equipment/materials.</p>	<p>As lower level plus: Maintains databases and suggests amendments where required. Assists in monitoring budgets. Develops systems of storage and stock maintenance. Carries out routine safety checks on apparatus and materials. Assists with resolving difficulties with equipment and apparatus used in science practicals and demonstrations. Undertakes research for replacement and new equipment/materials under the supervision of the Head of Department.</p>	<p>Assists with the setting up of databases. Assists in researching new and replacement equipment & materials.</p>
Contacts	<p>As lower level plus: Contacts suppliers/contractors to place orders for work or repairs. Contacts external suppliers, both local and national, to source experiments and identify best price. Deals with parents/guardians on the telephone in absence of the teacher. Demonstrates experiments for new/temporary staff including PGCE students. Under direction of teacher would assist both groups and individuals (including special needs) in classroom.</p>	<p>As lower level plus: Contacts suppliers/contractors to progress chase orders for work or repairs. Assists with demonstrating experiments for new /temporary staff including PGCE students. Supports organisation and administration of trips. Deals with parents/guardians on the telephone in absence of the teacher.</p>	<p>Provides assistance for the pupil in the classroom situation when directed to do so. Takes telephone calls from suppliers, parents, contractors and deals with where able to do so. Assists when visits made to other schools and local science groups.</p>

Level Criteria Matrix

E9019 Science Technician JD & Level Criteria

Decision making	<p>As lower level plus: Decides when to order new equipment and how to compile and set up cost control. Makes recommendations on spending that reduces costs in response to any budget under/over spends. Recommends suppliers for new and replacement materials and equipment. Decides assignment of technicians across Labs/Teachers. Decides appropriate equipment from schemes of work and work sheets, often with minimal information provided. Recommends ways to meet curriculum requirements e.g. suggesting experiments, alternative/cheaper materials to use. Decides when to enforce School/College discipline procedure.</p>	<p>As lower level plus: Decides when to order new equipment Assists with assignment of technicians across Labs/Teachers. Recommends appropriate equipment from schemes of work and work sheets. Recommends when to enforce school/college discipline procedures. Recommends when to enforce school/college Health & Safety procedures. Recommends suitable suppliers on the basis of cost or reliability.</p>	<p>Recommends improvements to ways of working. Researches supporting information to justify new and replacement materials and equipment. Assists in deciding appropriate action, often from minimal information provided. Suggests experiments, new materials, etc. that meet new curriculum requirements by suggesting experiments. Some curriculum changes can involve a complete new set of experiments and therefore re-planning of department's resources.</p>
Objectives	<p>As lower level plus: Ensures that teachers are made aware of the procedures to follow, ensuring their classes have the right materials etc. and the correct procedures to follow in case of accidents. Maintains stock, keep in safe order and account for apparatus, equipment, chemicals, compounds and other material resources.</p>	<p>As lower level plus: To ensure new/less experienced staff are aware of correct procedures to follow.. To ensure that equipment and stock are kept up to date by recommending replacement s/alternatives. Assists in maintaining stock and keeping in safe order.</p>	<p>To ensure that setting up and cleaning/clearing away is carried out correctly reducing potential injury and inherent hazards to the postholders, pupils and teaching staff. To ensure that pupils and teachers have the relevant materials and equipment, which will assist their learning of scientific principles.</p>
Resources used or managed	<p>As lower level plus: Manages small budget (£20 per month) for supplies. Responsible for security and maintenance of equipment and</p>	<p>As lower level plus: Progress chases orders for supplies. Assists in monitoring a small budget (£20 per month). Carries out, or delegates, shopping for</p>	<p>Assists with the ordering of supplies. Accountable for, and for correct security, storage, etc. of lab equipment, chemicals, and other supplies.</p>

E9019 Science Technician JD & Level Criteria

Level Criteria Matrix

	materials used in the lab area (single items could be £500).	resources for practical sessions using petty cash system. Uses a variety of laboratory equipment, setting up and during experiments.	
Interruptions and conflict situations & frequency	As lower level plus: Deals with briefing of relief teachers when regular teacher not available, often at short notice. Responds to requests from pupils for materials and/or equipment.	As lower level plus: Assists with briefing relief teachers when regular teacher not available, often at short notice. Responds to straight forward requests from pupils for materials and/or equipment.	Helps to deal with pupils' requests. Assists when last minute changes have been caused by absence of regular teacher.
Physical effort & IT use required	As lower level.	As lower level:	Approx 90% of day spent walking or standing. Assists with the lifting of large bottles of liquid (10%).
Working conditions	As lower level.	As lower level:	Indoor – non-office environment. Outside to collect/put away items in outside 'safe' store.
Risks encountered	As lower level.	As lower level:	Required to use acids or other hazardous items (associated with science labs), working to strict handling instructions. Clearing up spillages when these occur.
Knowledge and Skill levels required	As lower level plus: Substantial experience of working in a Science/Technical position, preferably in an educational setting. Detailed knowledge of H&S, COSHH & CLEAPSS regulations and guidelines, relating to provision of science lessons in schools. Knowledge of school's/college's science curriculum. Knowledge of budget preparation and monitoring. Good PC skills especially in regard to science peripheral equipment. Able to demonstrate new equipment & experiments to staff. Able to manage other technical staff.	As lower level plus: Working knowledge of H&S Act. Working knowledge of COSHH & CLEAPS regulations and guidelines. Working knowledge of budget preparation. Able to supervise new/less experienced staff. Able to assist in demonstrating new equipment and experiments to staff. Good PC skills especially in regard to science peripheral equipment. Able to supervise other technical staff	Science knowledge sufficient to understand the school's/college's science curriculum requirements. Basic PC skills. Awareness of the H&S Act. Awareness of COSHH & CLEAPS regulations and guidelines. Able to prepare and set up equipment, apparatus, materials solutions and stationery for use in demonstration or practical science lessons. Able to assist with resolving difficulties with equipment and apparatus used in science lessons. Able to perform basic repairs to equipment where appropriate, or arranges for contractors to do more complex repairs.