



ISCA ACADEMY – JOB DESCRIPTION

Post: Junior Science Technician
Grade: C
Line Manager: Senior Science Technician

KEY PURPOSE

To provide support for staff and students within the Science Department, enabling effective teaching and learning to take place.

MAIN DUTIES

- To ensure the equipment and teaching environment are appropriately maintained and cleaned, with equipment stored after usage.
- To assist the Senior Technician with the preparation of chemicals, practical lessons, photocopying and basic word processing, as requested by the class teachers.
- To provide practical assistance to staff and students during lessons, as required.
- To assemble, check and repair items of equipment, as necessary.
- To assist the Senior Technician with stock-taking.
- To assist with the checking of inventories, maintaining records and department files.
- To help to maintain safety standards and the implementation of COSHH regulations and associated risk assessments.
- To assist in promoting the Science Department within the school and the local community.
- To undertake training and other learning activities and attend meetings, as required, ensuring own continuing professional development.

All support staff may be required to assist with exam invigilation.

There may be a requirement for you to be first aid trained and provide first aid support to students as necessary.

ALL ISCA ACADEMY STAFF SHOULD

- Ensure the aims, priorities and policies of the Academy are adhered to, including the staff Safeguarding Code of Conduct.
- Attend meetings as required, making a valued and professional contribution.
- Encourage the good conduct of all students and at all times on the Academy site and within its vicinity.
- To make a full commitment to personal professional development, engage positively in organised professional development activity and staff appraisal procedures.
- Maintain respectful and effective communication with students, staff and visitors.
- Maintain positive and effective communication and liaison with partner schools and the wider community, as appropriate.
- Act as an advocate of the Academy and its pupils in all circumstances, ensuring every opportunity is taken to celebrate our success.
- To carry out other duties as reasonably requested by the Headteacher.

THIS JOB DESCRIPTION IS SUBJECT TO REVIEW BY CONSULTATION

Isca Academy

Junior Science Technology Technician: Person Specification

	Essential/Desirable	How Assessed*	
Education & Training	Numeracy and literacy skills (at least equivalent to GCSE Grade C / 4 or above).	E	AF, C, I
	Requirement to participate in training and development as and when identified and required.	E	
	Science qualification (a degree or equivalent).	D	AF, C, I
Experience	Interest and experience in Science	E	AF, I
Skills & Abilities	Good problem-solving skills, organisational skills and time management	E	AF, I
	Creative thinking	E	
	Ability to remain calm under pressure	E	
	Able to relate and communicate effectively with young people and adults, including other professionals	E	
	Can demonstrate and promote good practice in line with the ethos of the Academy	E	
	Works effectively as part of a team and alone	E	
	Proactive and positive in your approach	E	
	Possesses a good working knowledge of health and safety in a science environment	D	
	Has good interpersonal skills and the ability to develop and maintain effective working relationships	E	
Must pass <i>all</i> relevant safeguarding of children checks			

*AF= Application Form; R= References; I= Interview