

Job Title: Level 3 Apprentice Laboratory Technician	Pay Scale: National Apprentice Rate
Normal Place of Work: The Priory Belvoir Academy	Line Manager: Senior Science Technician
Role Summary: To provide the Science Department with the resources and materials required to aid in the teaching and learning of the subject within the department. To be responsible for and assist in the operation and maintenance of the Science laboratories within the academy.	

DUTIES AND RESPONSIBILITIES

Key Responsibilities

Provision of practical requirements:

- Preparation, manufacture, assembly, setting up, checking, issuing and retrieving of materials, components, apparatus, tools and equipment.
- Organisation of practical requirements including storage, providing safe and ready access.
- Development, substituting and obtaining suitable materials, etc.
- Checking, monitoring and controlling the use of practical resources.
- Disposal of residues, including hazardous waste.
- Advice, assistance and support to students during practical and project work.
- Maintenance of safety standards in relation to the provision and maintenance of practical resources.

Maintenance of facilities and resources:

- Scheduling and carrying out the maintenance of equipment, tools, apparatus and facilities, including fulfilling statutory requirements.
- Storage of equipment, apparatus and chemicals, in accordance with safety requirements.
- Calibration, checking, faultfinding and repair of instruments and equipment.
- Developing low maintenance equipment and apparatus, suitable for student needs.
- Setting up and maintaining any specialist resources, e.g. plant or animal collections.
- Dealing with hazards, e.g. chemical spills, equipment faults.
- Assist in PAT testing of all relevant equipment in the whole department.

Organisation and management of practical resources:

- Setting up and operating systems for the management and control of practical resources, e.g. stock control, location and availability of materials, chemicals, apparatus and equipment.
- Setting up and operating systems for ordering requirements, and for the recording and control of expenditure.
- Co-ordinating the use of practical resources and facilities.
- Ensuring the availability of suitable materials, equipment, etc. for practical activities, including discussion with, advice and feedback to teachers.
- Ensuring the observance of safety procedures and safe working practice within the technician service, and also providing advice and support to teaching staff in these matters.

Development of practical resources and activities:

- Providing advice regarding the practical needs of the curriculum.
- Contributing to the design of practical activities.

- Costing and providing alternatives.
- Trialling practical activities.
- Developing, designing and constructing apparatus and equipment.

Maintenance of a safe working environment and safety standards:

- Maintaining equipment, apparatus, facilities and practical resources to meet safety standards.
 - Checking, issuing apparatus and equipment in a safe condition. Resourcing to meet safety standards.
- Maintaining safe working practices within the department.

- Maintaining information banks of safety within the department.
- Advice to teachers on safety matters.

Communication:

- Liaison with all appropriate staff within the school relating to the technician service.
- Liaison with professional colleagues in other establishments, for reasons of professional development.
- Membership of appropriate committees, working groups etc.

Administration:

- Photocopying
- Filing worksheets/exam papers Assist with ordering.
- Assist in maintaining a detailed up to date inventory/asset register for the whole department as laid out in the school finance manual.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high-quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day-to-day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g., Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12-month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

8:00-16:00 Monday to Friday, during term time.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Level 3 Apprentice Lab Technician

		Essential	Desirable	How assessed
	QUALIFICATIONS			
1.	GCSE English and Mathematics, grade A-C or equivalent	✓		AF / Cert
2.	Level 2 IT qualification or equivalent experience	✓		AF / Cert
3.	First Aid qualification or working towards	✓		AF / Cert
4.	Proficient in the use of email and the internet	✓		AF/AT
	KNOWLEDGE AND EXPERIENCE (UPTO DATE/ CURRENT)			
6.	Good communication skills: oral and written.	✓		AF/IV
7.	Ability to prioritise workload and organise work schedule.	✓		AF/IV
8.	Ability to work with confidential and sensitive data	✓		IV/AF
9.	Accurate record keeping	✓		AF / IV
10.	Experience of working in a customer-centred environment.		✓	AF
11.	Recent and relevant experience of working within a similar role and environment.		✓	AF
	SKILLS AND ABILITIES			
10.	Good organisational skills.	✓		AF/IV
11.	Ability to communicate and work professionally with colleagues	✓		AF/IV
12.	Ability to work effectively as an individual or as part of a team.	✓		AF/IV
13.	Flexible attitude to training requirements.	✓		AF/IV

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee.....

Dated.....