

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Science and Design Technician	Location	Ellis Guilford School
Salary	Grade C NJC 4-6, Actual salary £21,662 to £22,354 per year	Hours	37 hours per week, 39 weeks per year
Department	Support staff	Reports To	Director of Faculty

JOB PURPOSE:

To develop and maintain an effective climate for learning within the Science Faculty, providing effective laboratory technician support to staff as required. To provide extra support to the Design team when required.

To make a significant contribution to the values and the ethos of the school and actively promote and uphold all school policies.

KEY RESPONSIBILITIES AND DUTIES:

- Preparing the materials, stock and standard solutions, specimens and apparatus required for demonstrations and practical work in both the Science and Design faculties.
- Setting up and testing demonstration experiments and ensuring that they will work satisfactory.
- Ensuring specialist equipment is safe and fit for purpose.
- Sterilisation of apparatus and refilling of reagents and chemicals
- Regular cleaning of cookers fridges and stocktake of equipment in the design areas.
- Care of animals and plants kept for observation and experimental purposes.
- Cleaning of science apparatus (e.g. glassware) used by teaching staff and by pupils if it is difficult or dangerous.
- Reporting items for repair, equipment and services
- Maintaining apparatus and equipment in good working order and conducting repairs within the capabilities of the technician
- Construction and/or modification of laboratory apparatus, including preparation/presentation of specimens.
- Testing new experiments and assisting and devising new practical work
- Assisting in the construction and preparation of the audio-visual aids and maintaining A.V.A equipment used within the Science department.
- Safe disposal of biological and chemical residues and other waste materials

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- Inspection, maintenance, and correct use of safety equipment
- When trained, First Aid treatment of minor injuries and the maintenance of First Aid equipment in the technician's areas.
- Operating an efficient system for stocking, storing, transporting, and distributing all items used in the Science and Design Faculties
- Operating laboratory documentation systems (cataloguing, filing, worksheets)
- Be responsible to the Head of Faculties for the maintenance and upkeep of science laboratories and cooking rooms and advising on any improvements which can be made in this respect.
- Maintaining a good stock of necessary materials for the construction of scientific apparatus
- Keeping label records (alcohol, poisons, flammables, foodstuffs)
- Be aware of and comply with policies and procedures relating to Safeguarding, Health & Safety, Security, Data Protection reporting all concerns to an appropriate person.
- Contribute to the overall ethos and aims of the school.
- Maintain a high level of confidentiality.
- Attend and participate in relevant meetings and school events as required.
- Participate in training and other learning activities and performance development as required.
- Undertake as required other duties and responsibilities relevant to the job or the seniority of the post as directed by the Principal or Director of Faculty

OTHER PROFESSIONAL REQUIREMENTS

- Always operate within the stated policies and practices of the school, including but not limited to, Health and Safety; Child protection; Assessment and marking policies; and Behaviour policies.
- Establish effective working relationships and be an effective role model to pupils through own personal presentation as well as personal and professional conduct.
- Have elevated expectations for every pupil and endeavour the opportunity to reach their potential and meet elevated expectations.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department, and students.
- Contribute to wider school life through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Work as a team member and identify opportunities for collaborating with colleagues and sharing the development of effective practice with them.
- Undertake other various responsibilities as directed by the Principal.

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JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Level 2 qualifications in English and Maths • Level 3 qualification, A Level (or equivalent) in science 	<ul style="list-style-type: none"> • Further qualifications relevant to this role • First Aid Training
EXPERIENCE	<ul style="list-style-type: none"> • Experience of general administrative duties • Experience of working in a busy environment 	<ul style="list-style-type: none"> • Previous experience of working as a Science Technician • Previous experience of working in an education environment
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of Health and Safety procedures • Knowledge of COSHH regulations and CLEAPSS • Working knowledge of general Science apparatus 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Ability to communicate effectively with a wide range of people • Ability to respond flexibly and adapt to changing circumstances • Attention to detail and accuracy • Proven ability to manage competing priorities and meet deadlines in a calm and efficient manner • High professional and personal standards in both work and conduct • Good interpersonal skills, including the ability to work as a team member, but also having self-motivation when working independently • Ability to convey technical problems to non-technical staff 	

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	<ul style="list-style-type: none"> • Confident in dealing with all levels of stakeholders • Strong personal drive and willingness to get things done • Openness to learning, change and personal development • Resilience and motivation to manage day-to-day challenges • Accepts accountability and takes personal responsibility for their own actions • Commitment to further training and professional development 	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	<p>A thorough understanding of up-to-date safeguarding requirements and best practice</p> <p>Committed to the highest standards for child protection.</p>	
OTHER REQUIREMENTS	<p>Elevated expectations for every pupil and a proven history of making a difference to the learning and experiences of pupils inside and outside the classroom.</p> <p>Commitment to and vision for developing links with the local community.</p>	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.