

**Batley Multi Academy Trust - Job Description**

<b>Trust/School Post:</b>	<b>Batley Girls' High School</b>
<b>Department:</b>	<b>Science Department</b>
<b>Post:</b>	<b>Science Technician</b>
<b>Grade:</b>	<b>5</b>
<b>Accountable to:</b>	<b>Lead Science Technician</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Purpose of Job</b>	
Under the supervision of a Lead Science Technician, to provide assistance and information as required in the preparation of resources for practical lessons that meet both the health and safety standards and requirements of the classes involved.	
<b>Responsibilities</b>	
<b>Laboratory Servicing</b> <ul style="list-style-type: none"> <li>• To assist with general maintenance of the laboratories ensuring that all surfaces and equipment are clean and safe to use.</li> <li>• To carry out the correct use of equipment and report any faults.</li> <li>• To prepare materials, stock, standard solutions required for practical work in all laboratories.</li> <li>• To report any incidents and accidents to the Lead Science Technician.</li> <li>• To deliver equipment and resources to laboratories or classrooms as requested.</li> <li>• To be a responsible key holder and maintain security at all times.</li> <li>• To be responsible for the collection, cleaning, checking, and returning of resources to the prep rooms.</li> <li>• To assist in the maintenance of apparatus and laboratory equipment to ensure good working order, and carry out basic repairs.</li> <li>• To assist in the carrying out of routine safety checks on laboratory equipment.</li> <li>• To assist in operating an efficient system for stocking, storing and distributing items used in the science department including any associated record keeping.</li> <li>• To assist in operating all relevant information and recording systems including cataloguing, filing, inventories, and legal records as they relate to health and safety and equipment / appliance testing.</li> <li>• In consultation with the Lead Science Technician to test new equipment and devise the practical work.</li> <li>• Construct and / or modify laboratory apparatus for use and display.</li> </ul> <b>Health and Safety</b> <ul style="list-style-type: none"> <li>• To assist in the safe storage and / or disposal of storage equipment, materials, chemicals and waste materials in line with recognised procedures and contribute to the production of appropriate risk assessment (to include appropriate labelling of chemicals / materials used in the laboratory).</li> </ul>	



- To keep up to date with health and safety requirements and with developments in practical science (attending courses and reading publications).
- To assist in delivery of health and safety information to other technical staff, teachers and learners.

**Additional Information**

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

**Batley Multi Academy Trust - Employee Specification**

<b>Post: Science Technician</b>	<b>Grade: 5</b>
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

<b>Qualifications, Skills, Experience</b>	<b>Essential/ Desirable</b>	<b>Method of assessment</b>
The role requires a minimum of 5 GCSE's Grade 4 – 9 (A –C) or equivalent including English and Maths.	Essential	Certificates
HND/HNC or equivalent in Science-related subjects.	Desirable	Certificates
Relevant experience of laboratory work as part of an education setting or a commercial organisation.	Desirable	Application Form/ Selection Process
Knowledge of COSHH Regulations.	Desirable	Application Form/ Selection Process
Experience of working with CLEAPSS Systems.	Desirable	Application Form/ Selection Process

<b>Performance Attributes</b> <i>Please note, all the following criteria are <b>essential</b></i>	<b>Method of assessment</b>
Literate and numerate.	Application Form/ Selection Process
Good IT skills.	Application Form/ Selection Process
Effectively communicates and exchanges orally or in writing with colleagues and learners.	Application Form/ Selection Process
Works cooperatively as part of a team, taking responsibility for activities as directed.	Application Form/ Selection Process
Consistently performs to the best of their ability as directed in accordance with the school's policies and procedures and delivers an efficient and effective service.	Application Form/ Selection Process
Works with integrity and professionalism.	Application Form/ Selection Process