

# Science Technician

## Trinity Academy

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## Job Description

### Position Profile

Responsible to:	The Head of Science
Salary:	S17 to S21 £25,018 - £27,732 FTE (Actual £10,823 to £11,997)
Start date:	1st January 2025
Hours:	18.75 hour per week, Precise times to be discussed at interview (Term time + 5 days)

### Purpose of the role

- Preparation, maintenance and storage of all apparatus, and materials.
- Maintaining the chemical store and preparing materials for teaching staff in accordance with CLEAPSS guidelines.
- Ensuring Health & Safety procedures are adhered to and all necessary precautions are taken to avoid danger to staff and pupils at all times.
- Engage in and support classroom activities.

### Responsibilities of the role

#### Science Technician

The tasks required will be many and varied but are likely to include the following:

- Preparation, maintenance and storage of apparatus, equipment and all materials used in laboratories.
  - Care, cleaning and maintenance of all work areas and surfaces.
  - Maintenance of safety in laboratories by taking all necessary precautions to avoid any danger to persons or property in accordance with Health & Safety policies
  - Compilation of inventory of equipment and materials, keeping records of stocks and breakages and organising repairs
  - Receive and check new stocks and ensure special care of chemicals and materials as appropriate
  - Preparation and checking of all materials and equipment before and after use
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- in laboratory by pupils
  - Ensure safe disposal of chemical and biological waste
  - Care of plants and animals kept in science department
  - General support to teachers as required
  - Assisting staff and pupils with any queries or information as appropriate.

### **General Responsibilities:**

- Establish and maintain effective relationships and communication with staff & pupils
- Play a full part in the life of the Academy community, supporting its mission & ethos
- Adhere to the Academy's policies
- To engage actively in the staff review and development process
- To undertake professional development

Other such duties as shall be required by the Principal in accordance with responsibility

### **Decision making:**

The post holder will primarily be operating within agreed limits and parameters in decision making for day to day operations. They will suggest improvements and implement initiatives. Reference should be made to the Head of Science on substantial matters.

### **Working Environment:**

This is a brand new school which opened in September 2019 in temporary accommodation and is growing rapidly in student, teaching staff and support staff numbers. The school moved into its new £25 million building in 2021 with state of the art Science facilities including 8 labs and 3 prep rooms. It is essential to have a 'can do' attitude and be prepared to be involved in a variety of tasks, especially as the school establishes itself. There are often several competing deadlines occurring at a given time – the successful candidate will be able to prioritise effectively.

### **Contacts & Relationships:**

The post holder will be required to establish constructive working relationships with all members of the school community and partners. Confidentiality and security of information are vitally important aspects of the work.

Notes:

The duties outlined in this job description may be modified by the Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

This document does not form part of your contract of employment with the school.