**Job Description**

**Post Title: Science Technician**

**Location: Derby Moor Spencer Academy**

**Salary/Pay Range:** **NJC03 – NJC07**

**Hours of work: 37 hours per week, 39 weeks per year (Term Time Only)**

**Monday 8.00am – 3.45pm (exclusive of 30-minute lunch break)**

**Tuesday 8.00am – 4.30pm (exclusive of 30-minute lunch break)**

**Wednesday - Friday 8.00am–3.45pm (exclusive of 30-minute lunch**  **break)**

A Science Technician should also attend all whole school staff meetings, Science team meetings and new staff induction programme and training as required.

**Reporting to: Senior Science Technician**

**Purpose of Role**

To provide support and assistance to Science teaching staff by preparing, managing and assisting with the use of resources.

**Main Duties and Responsibilities**

Wider professional responsibilities:

* To make a positive contribution to the wider life and ethos of the school.
* To develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
* To contribute to school Quality Assurance processes, Self-Evaluation and School Improvement Planning.
* To be part of the cover/buddy rota for staff.
* To be part of the cover / buddy rota for First Aid provision (training will be provided) in the absence of the Primary First Aider.

Technician role:

* To liaise with academic staff to discuss timetables, equipment requirements and work plans.
* To run trials of experiments prior to classes and then demonstrating techniques for experiments.
* To prepare equipment and chemicals before lessons.
* To maintain and repair equipment and laboratory apparatus.
* To keep records e.g. for students’ practical sessions, tracking methods, results etc.
* To ensure the equipment is properly cleaned and that chemicals, drugs and other materials are appropriately stored.
* To catalogue recordings and make them available when requested.
* To support the work of teachers in classes and laboratory sessions and give technical advice to staff and students.
* To work with individual students and support them on research projects.
* To manage the stock control of chemicals and equipment.
* To ensure that all health and safety procedures are understood and followed correctly.
* To coordinate work in the laboratory to ensure efficient use is made of expensive pieces of equipment.
* To assist with field trips.
* To care for plants and animals in the area.
* To undertake any other reasonable duties within the overall function, commensurate with the grading level and responsibility of the job.

Personal and Professional Conduct:

A Science Technician is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout their career.

* Science Technicians uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school by:
  + Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position.
  + Having regard for the need to safeguard students’ well-being, in accordance with statutory provisions.
  + Showing tolerance of and respect for the rights of others.
  + Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
  + Ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law.
* Science Technicians must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.
* Science Technicians must have an understanding of, and always act within, statutory frameworks.

**General**

* All non-teaching staff will work on Teacher Training Days.
* Holiday leave will be in line with the policy for non-teaching staff i.e. for this role.
* Annual leave cannot be taken during term time.
* Work in a professional manner with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national charges and legislation as appropriate to the role.
* Adhere to all internal and external deadlines.
* Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
* Participate in the Academy Appraisal process and undertake professional development as required.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated academies and other agencies as appropriate to the role.
* All job descriptions are subject to change as the needs of the academy changes.
* These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**Additional Information**

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

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| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |

**Person Specification – Science Technician**

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|  | **Essential** | **Desirable** |
| **Qualifications and experience** | | |
| A\* - C in GSCE Science, Maths and English or equivalent  Experience of working in a Secondary Education setting  Experience of working in a Laboratory environment |  |    |
| **Knowledge and skills** | | |
| Knowledge of the Health and Safety standards as they apply to School Science  Knowledge of relevant codes/regulations of practice  Knowledge of Laboratory procedures  Ability to prepare practical equipment, apparatus and resources  Knowledge of safety procedures in Laboratory environment, including COSHH, CLEAPPS and ESCC regulations  An understanding of the resources and materials necessary to support identified student learning needs  Ability to maintain and repair the range of science equipment |        |      |
| **Personal qualities** | | |
| Ability to demonstrate a high level of interpersonal and communication skills  Demonstrable ability to prioritise and multitask  Good organisational and time management skills  Able to demonstrate a flexible approach to work  Ability to work on own initiative or as part of a team  Caring, approachable, empathic and calm  Committed to personal development and willingness to undertake specific training as required.  Ability to react positively in challenging situations |                |  |