

JOB TITLE: SCIENCE TECHNICIAN

JOB PURPOSE: To carry out the tasks necessary for the facilitation of effective course delivery across the Science Department

ACCOUNTABLE TO: Senior Science Technician

SCALE: Band 3 Points 7-11

Duties and Responsibilities:

Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Main Responsibilities:

General accountabilities and classroom support:

- Under the overall guidance of the Senior Science Technician, co-ordinate the use of practical resources and facilities to meet the practical needs of the science curriculum.
- Ensuring the availability of suitable materials and equipment and to manage conflicting demands on equipment, teaching resources and room allocation. To advise teaching staff of changes as necessary.
- Compile equipment and resource requests as received from Teaching Staff, including sourcing, costing and suggesting economic alternatives to maintain stock levels.
- Continually updating own knowledge of the curriculum to ensure that changing requirements can be met.
- Delivery and setting up apparatus in laboratories and removal at the end of lessons.
- To use existing technical experience to develop practicals to meet the demands of the curriculum appropriate to student needs.
- Supporting lower school pupils during practical activities when requested, if time is available.
- Carry out practical demonstrations as requested.
- Supporting KS3/4/5 coursework, offering technical advice in consultation with the teacher. Advance planning of A-Level practical experiments, to include sourcing, planning and trialling the experiments to ensure the method is reliable in a classroom setting.
- Supporting students especially during A level individual coursework. Including demonstrating activities and guiding students both within and outside lesson time.
- Use own initiative to assess requests for practical equipment and resources and suggest changes and/or improvements to teaching staff.
- If current practical requests are not suitable, devise alternative scientific procedures to ensure the effective delivery of the curriculum.
- Be able to give effective advice to teachers (in particular, trainee teachers and NQTs) on practical demonstrations.
- To be able to work on own initiative and as part of a team.
- Contribute to assessment, monitoring and review of the Department's Health & Safety procedures.
- Safely dispose of used materials including hazardous substances.
- Ensuring the safe use and storage of chemicals, equipment and other materials.
- Carry out risk assessments for technician activities.

- Familiarity with and use of CLEAPPS and/or COSHH regulations.
- Advise teaching staff on appropriate Health & Safety issues relevant to the practical activity and make suggestions to improve safe delivery.

Maintaining equipment

- Ensuring equipment works and is clean and safe to use.
- Ensuring chemical and apparatus stock levels are maintained and that solutions are prepared.
- Manufacturing simple apparatus.
- Performing basic repairs.
- Ensuring the security of school equipment and property.
- Under the overall guidance of the Senior Technician, ensuring that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.

Stock control

- Ordering and monitoring levels of stock.
- Assist in keeping inventory up to date.
- Assist in keeping chemical records up to date.

General Requirements

All staff are expected to:

- Work towards and support the academy vision and current objectives outlined in the Academy Improvement Plan.
- Contribute to the school's programme of extra-curricular activities e.g. helping at Open Evening.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the Trust's School's Equality Objectives to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers and colleagues.
- Adhere to policies and circulars.
- To undertake any other duties commensurate with the grading of the post as directed by the Headteacher.

Review:

This job description is not necessarily a comprehensive definition. It will be reviewed as and when deemed appropriate in line with the needs of Achieve and Learn Trust. It may be subject to change or modification at any time following consultation.

Name of Postholder: _____

Signed: _____ **Date:** _____

Name of Line Manager: _____

Signed: _____ **Date:** _____

**PERSON SPECIFICATION
SCIENCE TECHNICIAN**

	METHOD OF ASSESSMENT	ESSENTIAL / DESIRABLE
1. Qualifications/Training etc.		
A-Level(s) in Science subject(s)	A/C/I	Essential
Relevant professional / health & safety qualifications.	A/C/I	Essential
2. Experience		
Experience of working in a practical science-based environment.	A/I	Essential
Experience of setting up and maintaining apparatus, chemicals and equipment, including hazardous materials.	A/I	Essential
Experience of working in a school environment.	A/I	Desirable
3. Knowledge		
Procedures for preparation, use and maintenance of materials and equipment up to A-Level standard	A/I	Essential
Awareness of health and safety issues relating to school science (an awareness of CLEAPSS and/or COSHH regulations would be an advantage).	A/I	Essential
Understanding of Health & Safety and Risk Assessments.	A/I	Essential
Working knowledge of the secondary science curriculum.	A/I	Desirable
4. Skills & Abilities		
Proven ability to demonstrate experiments and techniques to colleagues and students.	A/I	Essential
Good communication skills with the ability to relate well to young people, and to provide technical assistance to staff and students in the department.	A/I	Essential
Proven ability to work on own initiative and to organise and prioritise tasks.	A/I	Essential
Ability to work flexibly as part of a team, willingness to adapt to a changing environment and meeting differing challenges.	A/I	Essential

Willingness to be available for occasional out of hours work.	A/I	Essential
Willingness to undertake training and keep abreast of current issues relevant to own area of work.	A/I	Essential
IT Skills	A/I	Desirable
5. Attitude and Approach		
Smart, professional appearance.	A/I	Essential
Boundless energy and vision; resilience and 'can do' approach.	A/I	Essential
Positive and proactive approach to continuous improvement.	A/I	Essential

Method of Assessment **A** = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test