**JOB DESCRIPTION**

**Job Title:** Science Technician

**School:** Maghull High School

**Grade:** Band E 7 - 11

**Reports to:** Senior Science Technician / Head of Department

**Main purpose of the job:**

Reporting to the senior science technician and head of department, the post-holder will coordinate the use of practical science resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum which involves both GCSE, and all post 16 qualifications. This will include liaising with teaching staff and support staff outside of the department.

**Key duties and responsibilities**

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|  | To prepare and set up equipment and materials ready for use in accordance with manufacturer’s instructions and the requirements of teaching staff. | |
|  | To prepare and make teaching aids and demonstration models for use in teaching areas, including all aspects of any Schemes of Work. | |
|  | To ensure that all equipment and materials are stored safely and to dispose of used chemicals in a safe manner as well as ensuring that hygiene and health and safety standards are maintained in the laboratory and preparation areas. | |
|  | To undertake basic maintenance and cleaning of equipment and to assist in organising its servicing and repair as required in accordance with manufacturer’s instructions. | |
|  | To operate a safe and secure system for the storage and racking of equipment and materials ensuring that they are maintained in good condition and readily available for issue. | |
|  | To monitor levels of stock and re-order stock as appropriate. | |
|  | To assist in compiling inventories of equipment and materials as required in particular with regard to COSHH regulations. | |
|  | To assist in maintaining appropriate records, statistics and filing systems in accordance with stated requirements. | |
|  | To assist teaching staff with the general running of practical work sessions in non-teaching capacity. | |
|  | To keep up-to-date with curriculum developments within the areas of the post holder’s responsibility.  To undertake safety checks as required and comply with the requirements of Health and Safety, COSHH and other relevant legislation and school documentation and keep records of checks carried out by all faculty staff. | |
|  | To clean and make safe spills, breakages and related incidents that requires careful handling. | |
|  | To ensure all laboratories are clear at the end of the school day and are prepared for lessons the next day. | |
|  | To ensure that appropriate records are kept of ordering of equipment, stationery and books when required. | |
|  | Reporting any difficulties to the Head of Science, as appropriate. | |
|  | To attend meetings when requested by the Head of Science. | |
|  | To participate in training courses as required. | |
|  | To understand and comply with the school’s Equal Opportunities Policy. | |
|  | To prepare display material as requested and maintain interesting and stimulating displays in laboratory areas. | |
|  | To undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job. | |
|  | To commit to safeguarding and promoting the welfare of children. | |
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| **Support for the School** | |
| Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentially, reporting all concerns to an appropriate person. | |
| Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. | |
| Contribute to the overall ethos/work/aims of the school. | |
| Appreciate and support the role of other professionals. | |
| Participate in training and other learning activities and performance management as required. | |
| Assist with the supervision of students out of lesson times e.g. extra-curricular activities. | |
| **Customer Care -** To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To inform your manager about what customers say in relation to the services delivered. The role holder will be required to dress and act at all times as an example to the students within the school and to create a professional image for parents and other visitors. | |
| **Develop oneself and others** - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others | |
| **Valuing Diversity** -To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan. | |

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

**PERSON SPECIFICATION**

**Job Title:** **School Technician - Science**

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| **Qualifications and training** | **Essential** | **Desirable** |
| Level 2 or higher in English/Literacy & Maths |  | ✓ |
| Relevant Level 3 qualification or equivalent experience |  | ✓ |
| Continuous professional development in a relevant area |  | ✓ |

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| **Experience, knowledge, and skills** | **Essential** | **Desirable** |
| Previous experience in a similar role, setting resources, materials, equipment and tools for experiments/lessons |  | ✓ |
| Experience working in a science department within an educational setting |  | ✓ |
| Experience of maintaining a safe working environment | ✓ |  |
| Understanding and knowledge of the science curriculum |  | ✓ |
| Previous experience working with chemicals | ✓ |  |
| Ability to prepare resources for the science curriculum safely and effectively. | ✓ |  |
| Ability to work collaboratively with colleagues to carry out the role effectively, knowing when to seek help and advice | ✓ |  |
| **Customer Care -** Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users. | ✓ |  |
| **Valuing Diversity** - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage. | ✓ |  |
| **Developing Self and Others** - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others’ learning and share learning with others | ✓ |  |
| Experience of ordering/ sourcing of relevant materials |  | ✓ |
| Relevant First aid knowledge |  | ✓ |
| Willingness to participate in relevant training and development opportunities | ✓ |  |

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| **Personal attributes** | **Essential** | **Desirable** |
| Effective in the use of ICT | ✓ |  |
| Demonstrate and promote the positive values, attitudes and behaviour they expect from pupils with whom they work | ✓ |  |
| Good organisational and planning skills | ✓ |  |
| High Expectation of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements | ✓ |  |
| A commitment to Health and Safety | ✓ |  |
| A commitment to child protection and safeguarding | ✓ |  |
| Ability to remain calm under pressure | ✓ |  |
| Ability to communicate across all levels | ✓ |  |
| Ability to self-evaluate learning needs and actively seek learning opportunities | ✓ |  |
| Ability to liaise sensitively and effectively with parents and carers when required | ✓ |  |

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| **Special requirements** | **Essential** | **Desirable** |
| Satisfactory enhanced DBS certificate | ✓ |  |
| Medical clearance | ✓ |  |
| Two satisfactory references | ✓ |  |
| Full UK driving license and access to a car during working hours |  | ✓ |

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.