

## WYMONDHAM COLLEGE JOB DESCRIPTION

### SCIENCE TECHNICIAN (WITH RESPONSIBILITY FOR CHEMISTRY)

<b>Line Managers job title:</b>	Head of Science
<b>Salary:</b>	Points 5-6 of the Support Staff Scale <b>FTE</b> £23,500-£23,893 per annum <b>Pro rata</b> £10,824- £11,196 per annum, including an allowance for holiday pay
<b>Tenure:</b>	Permanent
<b>Contract type:</b>	Term-time only
<b>Hours per week:</b>	22.5 (3 days a week)

#### THE POST

Wyndham College is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Wyndham College.

Wyndham College seeks to appoint a well-qualified and enthusiastic Science Technician with responsibility for Chemistry, to join our flourishing Science Department to support and maintaining the laboratories, preparation rooms, equipment and consumables.

Wyndham College is a member of the Sapientia Education Trust (SET), which is currently led by the Principal of Wyndham College as CEO.

On appointment, the successful candidate will be required to complete a six month probationary period.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

#### PERSON SPECIFICATION

The personal competencies expected of all College support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of a Science Technician are:

- Have good verbal communication skills to respond to staff and students;
- Be an enthusiastic and energetic team player;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Have the personality and presence required to carry out required duties effectively;
- Have a good rapport with young people and be able to act as a positive role model to them
- Be discreet and committed to providing the best possible service to the students and staff they support.

The qualifications and previous experience required for a Science Technician are:

- A good level of literacy and numeracy;
- Be educated to at least A Level (or equivalent) standard;
- Have a sound knowledge of chemistry and experience in a science-based work environment.

## **JOB SPECIFICATION**

### **General Responsibilities**

The Science Technician with responsibility for Chemistry is responsible to the Head of Science, through the Senior Technician, for supporting the activity of the Science department and maintaining the laboratories, preparation rooms, equipment and consumables.

The post-holder will be required to comply with the Wymondham College Code of Conduct for Staff and Volunteers.

Wymondham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the College's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### Specific Responsibilities

- Preparation of 'A' level Chemistry experiments, organising, providing and delivering all practical materials for these units;
- Preparation of main school experiments, working with the team of technicians;
- Assisting, as required, the other technicians and staff of the College under the direction of the Senior Technician;
- Clearing away apparatus and materials at the end of the lesson and ensures that the laboratory is left in a safe condition;
- Ensuring the apparatus is cleaned and returned to the appropriate storage space;
- Check fittings and equipment are in a serviceable and safe condition; reporting any problems to the Senior Technician and undertaking any appropriate repairs under the Senior Technician's direction;
- Install, test and calibrate both existing and new equipment;
- Ensuring that all safety equipment is maintained to the highest standards;
- Monitor the condition of all apparatus, reagents and materials when stored and determines their suitability for use by students in the laboratory;
- Exercise stock control and order new stock through the Senior Technician as appropriate;
- Understands and works within the current Health and Safety legislation with particular regard to the storage and disposal of hazardous chemicals;
- Have knowledge of Chemistry that enables the solutions for use in 'A' level Chemistry to be prepared safely and accurately;
- Deal with accidents and chemical spills in a safe manner.

### HOURS OF WORK

Paid Weeks per year	Term Time only (35 weeks)
Hours per week	22.5
Normal working Pattern	3 days a week. Days & times to be discussed at interview to fit the needs of the department
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

### REMUNERATION

- Points **5-6** of the Support Staff Salary Scale
- FTE Salary: **£23,500-£23,893** per annum
- Pro rata salary: **£10,824-£11,196** per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at approximately 22% (please note this rate is subject to change), and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

### **MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS**

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

### **DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

### **PRE-EMPLOYMENT CHECKS**

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

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.