



Science Technician

Salary / grade range	B3 £20,444 - £22,129 & amazing benefits (£17,408 - £18,843 pro rata)
Location	Co-op Academy Leeds
Reports to	Subject Leader of Science

Purpose of role:

Manage and maintain teaching resources in the science faculty. Coordinate the use and maintenance of practical resources and facilities, and to provide advice in meeting the practical needs of the science curriculum.

Key accountabilities (and specific duties / responsibilities):

- Provide classroom support for practical and resource equipment as required.
- Ensure the availability of suitable materials, equipment etc for practical activities including discussion with, advice and feedback to teachers.
- Collect, assemble, prepare, issue, clear away, clean, maintain, and store equipment (including glassware) required for practical science classes or demonstrations (including use of new technologies).
- Construction and repair of apparatus, including testing, collection and cleaning examination apparatus
- Preparation and maintenance of materials, stock and standard solutions, specimens and apparatus required for demonstrations and for practical work using CLEAPPS guidelines.
- Assist with safe demonstrations in laboratories and outside to support teaching staff, trial practical and advise staff of outcomes
- Keep up to date accurate accident/first aid records
- Carry out repairs to damaged equipment where possible.
- Setting up practicals, as required
- Safe storage of all equipment, materials and chemicals, as per CLEAPSS and ASE protocol.
- Recovery and safe disposal of any residues and solutions from lessons and other areas. In the event of chemical spills dispose of chemicals safely and safe cleaning of the area in line with CLEAPSS guidelines
- Maintenance of an inventory of materials and equipment and associated stocktaking duties.
- General upkeep of laboratories and prep rooms, including maintenance/check of labs, electrical supply, gas supply and fume cupboards.
- Support cover supervisors/supply teachers ensuring cover and equipment is available
- Coordinate with the site manager the checking of pressure vessels, fume cupboards, gas supply and any issues with labs.



- General administration duties including photocopying/duplicating, displays as required.
- Preparation, monitoring and safe disposal of microbiology and dissection materials, including sourcing the dissection materials.
- Maintenance, storage and monitoring of the safe condition of all radioactive sources, including keeping the log up to date.
- Under the direction of the Faculty leader, place orders, check deliveries, invoices (including petty cash) and keep appropriate records of expenditure.
- To provide support on educational visits
- Any other duties commensurate with the scale of the post as required by the Principal

General

- Co-op Academy Leeds expects all colleagues to uphold the duty to safeguard and promote the welfare of learners.

Health and Safety

- First Aider (training will be provided)
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Cooperate with the Academy on all issues related to Health, Safety and Welfare.

Continuing Professional Development

- Undertake any necessary professional development as identified in the Academy
- Development Plan taking full advantage of any relevant training and development available.
- Undergo appropriate training in order to develop skills for the post.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none">• Grade C in English and Maths GCSE or equivalent• Degree	Desirable	A A
Experience <ul style="list-style-type: none">• Use of relevant ICT software packages to support learning and complete administration/reports as required• Substantial relevant experience in an academy		A/I



setting <ul style="list-style-type: none"> • Good working knowledge of SIMS 		
Skills, Ability, Knowledge <ul style="list-style-type: none"> • Ability to interact positively and productively with students and staff • To have a good working knowledge of SIMS • To be able to demonstrate proficient ICT skills • To be able to use initiative and have problem solving skills • To be able to monitor and evaluate procedures effectively • Communicate effectively with students, parents and other colleagues • Work under pressure • Organise and develop effective systems • Take initiative and work independently • Work to high levels of accuracy • Prioritise and plan to ensure completion of tasks 		A/I
Personal Qualities <ul style="list-style-type: none"> • Willingness to keep up-to-date with role specific practice • Is committed, resilient, robust and resourceful • A record of reliability and integrity • Demonstrates fairness, honesty and integrity in his/her existing practice and conduct as a professional • Humour, optimism and ambition • To be able to understand and be committed to equal opportunities for all members of the academy community 		I

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.