



**Location:** Colonel Frank Seely Academy, Flatts Lane, Calverton, Nottingham, NG14 6JZ

**Salary:** Redhill Academy Trust Pay Scale, Band 6, Scale Points 29-32

**Hours of work:** 37 hours per week, term time only

**Responsible to:** Head of Science and Operations Manager

**Post objective:** To provide efficient and effective support to the science teachers in the delivery of the national science curriculum within the academy's laboratories and classrooms

Main Duties and Responsibilities:

**Organisation & Support (staff)**

- Take part in supporting science teaching at Key Stage 3 and 4, through allocation of specific tasks and areas of responsibility as agreed with the Head of Department and staffing team
- Attend relevant Science meetings
- Liaise/Network with Technicians from other schools and relevant support groups

**Organisation & Support (resources)**

- Operation of systems for storing, stocking, transporting and distributing items for use in the Science Curriculum
- Assist in maintenance of necessary records – financial, legal, etc.
- Construction of laboratory apparatus, testing new experiments and assisting in devising new practical work.
- Preparation and checking apparatus, chemicals, specimens, etc. as required by teaching staff.
- Assist in organisation of all necessary repairs and maintenance of equipment, either 'in-house' or through liaison with suppliers. Providing advice on improvements to facilities.
- Cleaning, sterilisation and disposal of equipment and waste materials as necessary.
- Care of plants and animals used in Science teaching
- Provide technician support in any relevant after school activities

- Care and maintenance of audio visual equipment and IT equipment within Science Faculty.

### **Health and Safety**

- Implementing Health and Safety legislation and procedures
- Keeping up-to-date with relevant regulations and procedures (COSHH, CLEAPPS etc.). Passing information to teaching staff as necessary and maintaining departmental and chemical/activity risk assessments
- Assist with inspection, maintenance and correct use of safety equipment.
- If trained, administer first aid treatment for minor laboratory injuries. Liaison with school first aid team and School Business Manager.

### **Technical Advice and assistance**

- Provision of technical advice to teachers and pupils as appropriate
- Participation and assistance in lessons through working with teachers and pupils in practical activities as necessary.
- Short term, emergency cover of pupils/classes

### **General**

- Liaison with other school departments and non-teaching staff over matters relating to Science and whole school issues
- Attendance at staff meetings and INSET activities where relevant
- To uphold and actively support the Academy's policies and procedures on the safeguarding of young people.
- Undertaking any other duties which may be reasonably regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.