

Science Technician

Job description and person specification

Job description

Post title: Science Technician
Salary: Grade 3
Position: 25 hours per week, Term Time Only
Reports to: Head of Faculty

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

Purpose of the post

To contribute towards effective teaching and learning by providing technical support to the Science Department.

Main duties and responsibilities

- Preparing the materials, stock and standards solutions, specimens, and apparatus required for demonstrations and for practical work. Replenishing reagent bottles as necessary.
- Setting up and testing demonstration experiments and ensuring that they will work satisfactorily.
- Recovery of residues. Preparation of distilled/deionised water.
- Sterilisation of apparatus.
- Cleaning of apparatus (e.g. glassware) used by teaching staff
- Reporting items for repair, etc. to equipment and services.
- Maintaining apparatus and equipment in good working order, and carrying out repairs within the capabilities of the technician.
- To observe safe working practice in accordance with the school's Health and Safety Policy and COSHH guidelines
- Construction and/or modification of laboratory apparatus, including preparation/presentation of specimens.
- Testing new experiments, and assisting in devising new practical work.
- Safe disposal of biological and chemical residues and other waste material.
- Inspection, maintenance and correct use of safety equipment.
- When trained, first aid treatment of minor laboratory injuries.
- Operating laboratory documentation systems (cataloguing, filing, worksheets, etc.)
- Being responsible to the Head of Science for the maintenance and upkeep of the Science Laboratories, and advising on any improvements which can be made in this respect.

- Operating and administering stock control and ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries, co-ordinating common stock between sections.
- Maintaining a good stock of necessary materials for the construction of science apparatus. Keeping legal records (alcohol's, poisons, flammables, etc)
- Undertaking any other duties which may reasonably be 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.

Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment you are expected to adhere to our policies, procedures and guidelines.

Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
GCSE English, Maths and Science or equivalent	✓.		Application form
A Levels or equivalent		✓.	
Appropriate Health & Safety knowledge and experience		✓.	
First Aid qualification		✓.	
Be a Registered Science Technician (RSciTech)		✓.	
Knowledge and understanding			
Relevant experience in a school science environment		✓.	Application form
Health & Safety Procedures within a Science Laboratory environment		✓.	
Understanding of COSHH regulations		✓.	
Proficiency in using computers and other IT equipment	✓.		Interview
Proficiency in using Office software particularly Excel and Word	✓.		
Ability to respond flexibly to the needs of the department	✓.		Portfolio of work
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	✓.		References
Ability to prioritise	✓.		
Skills and attributes			
Good interpersonal and communication skills	✓.		Application
The ability to solve problems and make decisions calmly under pressure or during unexpected circumstances	✓.		
The ability to work flexibly and supportively with staff and students	✓.		Interview
Good planning and organisational skills with the ability to manage conflicting demands and meet deadlines	✓.		Portfolio of work
Shows commitment to a supportive, coaching culture	✓.		References
Commitment to ongoing personal and professional development	✓.		
Core			
Able to work flexibly including some travel across the geographic coverage of the Trust	✓.		Interview
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓.		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post.	✓.		

