

Science Technician

Job Description and Person Specification

JOB DESCRIPTION

JOB TITLE	Science Technician
EMPLOYER	The University of Brighton Academies Trust
LOCATION (Academy)	The St Leonards Academy
SALARY	Single Status Grade 4
RESPONSIBLE TO	Senior Science Technician
RESPONSIBLE FOR	N/A
MAIN PURPOSE OF THE JOB	<p>COORDINATE THE USE OF PRACTICAL RESOURCES AND FACILITIES</p> <p>PROVIDE TECHNICAL SUPPORT, ASSISTANCE AND ADVICE REGARDING THE PRACTICAL NEEDS OF THE SCIENCE CURRICULUM, INCLUDING LIAISING WITH TEACHING STAFF AND SUPPORT STAFF OUTSIDE THE DEPARTMENT</p> <p>MAINTAIN GOOD ORDER OF THE SCIENCE DEPARTMENT AND ITS RESOURCES</p>
MAIN TASKS / KEY RESPONSIBILITIES	
1	To ensure the maintenance of a healthy and safe working environment through: <ul style="list-style-type: none"> Actively contributing to the assessment, monitoring and review of health & safety procedures and information resources Keeping up to date with current procedures and practices through Continuous Professional Development Providing technical advice and support on health & safety issues to teaching and trainee technical staff The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards The health and safe storage and accessibility of equipment and materials Carrying out health & safety and risk assessments relating to laboratory work and apply COSHH regulations and assessments
2	To assist the senior science technician with the day to day running and organisation of the science department, including the preparation of practical resources for use in lessons
3	To contribute to the design, development and maintenance of specialised resources and / or long term projects
4	To support the senior science technician in ensuring the availability of suitable materials and equipment, compiling orders and liaising or negotiating with suppliers and finance departments (including suggesting, costing and sourcing stock alternatives)
5	To keep up to date records of all stock
6	To ensure that routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is carried out to the required standard
7	To assist in practical classes
8	To set up computers and data logging equipment

10	To carry out all activities in line with the Academy's policies for Health and Safety, and Equal Opportunities
11	To participate in professional development activities and performance management activities as required
12	To undertake other reasonable duties as directed by your line manager
<p>This job description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
Date: March 2022	
Additional Information	
<ul style="list-style-type: none"> • All support staff roles within the Academy are subject to a six month probationary period • This post is subject to an Enhanced Criminal Record Check • This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act • This role involves regulated activity as summarised in Keeping Children Safe in Education 2021 (paragraph 217). Anyone engaging in regulated activity must have an enhanced DBS check including barred list information 	
<p>The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</p>	

PERSON SPECIFICATION
<p>EDUCATION AND QUALIFICATIONS</p> <p>1.1 Good general education including literacy and numeracy skills</p> <p>KNOWLEDGE AND EXPERIENCE</p> <p>2.1 Good understanding of the learning and support needs of young people</p> <p>2.2 Good knowledge and understanding of working practices in a Academy / school or similar environment</p>

- 2.3 Good working knowledge of ICT and its application in a Academy / school setting
- 2.4 Experience of working in a school setting in the science department
- 2.5 Good working knowledge of health and safety and COSHH relating to science
- 2.6 Experience of working closely with students, parents/carers and teaching and support staff in a learning environment

KEY SKILLS AND ABILITIES

- 3.1 Ability to prioritise, plan and organise work priorities
- 3.2 Ability to take responsibility and work on own initiative with appropriate guidance
- 3.3 Ability to form good working relationships with colleagues and students
- 3.4 Good listening skills and ability to empathise
- 3.5 Good communication skills, both oral and written, with ability to explain issues, answer questions and respond appropriately, particularly to students and parents
- 3.6 Ability to be discreet, discerning and maintain confidentiality; awareness of data protection issues

PERSONAL ATTRIBUTES

- 4.1 Commitment to the aims of the academies working together
- 4.2 Assertive, able to command confidence and respect among students
- 4.3 Self-motivated with drive, initiative and high degree of pro-activity
- 4.4 Sense of humour and equable temperament with ability to remain calm and confident in challenging circumstances
- 4.5 Commitment to working as a positive and constructive team member
- 4.6 Commitment to Equal Opportunities

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Date: March 2022

Additional Information -

- All Support Staff posts within the Trust are subject to a six month probationary period
- This post is subject to a Disclosure and Barring Services (DBS) check
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

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