APPLICANT PACK

SCIENCE TECHNICIAN AND MEDICAL ADMINISTRATOR

Harris Clapham Sixth Form

Grade 3 (Inner London) + Performance and Loyalty Bonus
+ Harris Wellbeing Cash Plan + Pension Scheme (LGPS)
+ Additional Harris Benefits

Term Time Contract plus 6 non-term days

Job Description

Job Purpose

To provide technical support to the Science Department of the academy in order to support the teaching of science, enabling the smooth running of practical classes and maintaining a safe working environment.

Main Areas of Responsibility

- To assist and advise teaching staff on the preparation and layout in classrooms for practical exercises, running trials of experiments, demonstrations and helping students with learning activities as appropriate.
- To ensure equipment and materials prepared for lessons are to the specification of the teacher requisitions, including making up special equipment or modifying from existing equipment as necessary from instructions supplied by the science teaching staff.
- In conjunction with the appropriate teachers to advise students on the safe and proper use of tools and equipment and on the correct and safe way to carry out learning activities. To also advise staff, as necessary, on Health and Safety issues and on the best way to carry out practical work, new ways of demonstrating experiments, new techniques or procedures available.
- To assist in the safety, repair and general maintenance of all resources, equipment and tools in conjunction with the appropriate line managers. To advise these on any maintenance or inspection needed by the equipment which is beyond postholder's competence.
- To be responsible for the welfare and care of the plants and animals in the science area and the security of the equipment.
- Ensure understanding of science syllabus and schemes of work in order to prepare for practical lessons adequately.
- To assist with stock keeping, using the computerised stock take database to include chemicals, equipment, textbooks, stationery, etc. and ensuring that appropriate levels of stock are maintained. Carrying out regular stocktaking checks and ordering as necessary.
- To undertake safety checks as required and comply with the requirements of Health and Safety, COSHH and other relevant legislation and school documentation. This to include carrying out appropriate risk assessments for practical and technical activities.
- Ensure Implementation of health and safety regulations across the subject area.
- To assist in ensuring that all equipment and materials are stored safely and securely, ensuring that they are maintained in good condition, with clear records, and readily available for issue.
- To dispose of used chemicals/hazardous waste in a safe manner as well as ensuring that hygiene and health and safety standards are maintained in the laboratory and preparation areas.
- To undertake basic maintenance and cleaning of equipment and to organise its construction, cleaning, servicing and repair as required in accordance with manufacturer's instructions.
- Keep up to date with health and safety regulations and with developments in practical science, attending relevant courses and reading publications;
- To work in close association with other technical staff to assist in keeping areas neat, clean, tidy and in a safe condition in readiness for lessons, as well as cleaning and making safe spills, breakages and related incidents that require careful handling and ensuring.

Additional Responsibilities

- Undertake admin tasks to support the academy leadership group when required.
- Carry out and ensure that photocopying is carried out and filing on behalf of the relevant areas as well as other general admin duties required from time to time.

- To carry out specific tasks as directed by the Coordinator of Science/Senior Science Technician during academy holiday periods.
- To participate in academy day trips as requested.
- To support the overall work of the Science Department, as requested.
- Maintain accurate student medical records by uploading and managing health information on Medical Tracker, ensuring timely input of new data and updates as needed.
- Coordinate medical compliance and communication by sending reminder emails to parents for spare medication, completing school nurse referrals when required, and ensuring all documentation is filed appropriately.
- Conduct regular first-aid and equipment checks, including weekly checks of ALL the AED on site, restocking first-aid boxes, completing inventory paperwork (once a half-term), and notifying relevant staff when supplies are low to facilitate timely reordering.

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend academy events such as Open Evening.
- To promote actively the academy's corporate policies.
- To adhere to the academy's Dress Code.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010). Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Area	Essential	Desirable
Qualifications	• Educated to A Level or equivalent (A Level in either physics, chemistry or biology) • COSHH training as appropriate • Basic knowledge of Health and Safety regulations • Good understanding of a range of chemicals and their properties	• Evidence of continuing professional development • Knowledge of national curriculum
Experience	• Experience or solid understanding of working as a technician in a school or educational establishment, undertaking a range of practical tasks • Experience of managing and being responsible for own workload .	
Knowledge, Skills, Abilities	• Ability to communicate effectively, orally and in writing • Excellent organisational and planning skills, including prioritising tasks • Ability to think creatively to anticipate and solve problems • Ability to encourage and inspire young people to achieve • Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities. • Computer literate – must have good ICT skills including a working knowledge of MS packages • Ability to work using own initiative, exercising good judgement where unsupervised. • Flexibility of approach to work • Ability to carry out routine maintenance of equipment • Ability to contribute to the maintenance of accurate work records and inventories	
Academy Ethos	• Enthusiasm for and commitment to the achievement of the Academy/ Federation's overall vision for success at all levels. • Motivation to work with children and young people. • Ability to build and sustain professional standards, relationships and personal boundaries with children and young people. • Emotional maturity and resilience in dealing with challenging behaviours. • Ability to contribute towards creating a safe and protective environment. • Empathy with the aims and objectives of Harris Federation • Willingness to continue professional development. • Commitment to maintaining high standards and expectations. • Commitment to contributing to academy life as a whole. • Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students..	

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

1. Equal Opportunities
2. Health and Safety
3. General Data Protection Regulations (2018) and Data Protection Act (2018)
4. Safeguarding children