

JOB DESCRIPTION

JOB TITLE	Science Technician
GRADE	Grade E £24,790 – £25,183 (£20,259 - £20,580) pro rata to hours and weeks worked)
HOURS	35 hours per week term time only plus 5 teacher training days, with a working pattern of 8.00 am to 3.30 pm Monday to Friday

Job Purpose: Under the guidance of the Head of Science ensure that a safe, effective and efficient technical support service is developed, organised and delivered for the use of students and staff.

Key Duties and Responsibilities:

Provision of practical facilities and resources:

1. To prepare and assemble apparatus, components for demonstration (including the use of ICT as applicable) for use in class practical work, assessments and examinations, and following the lesson, clean the equipment/resources ready for future use.
2. To prepare solutions and materials
3. To install, test and calibrate both existing and new equipment

Maintenance of faculty resources and facilities

1. To ensure that equipment, chemicals, materials and apparatus, including teaching aids are maintained and prepared in a serviceable and safe condition.
2. To undertake simple repairs and where applicable recommend or arrange outside repairs, replacement or maintenance.
3. General maintenance of laboratories and preparation room with responsibility to ensure laboratories are left in a suitable state to facilitate cleaning by cleaners.
4. To deal with spillages/emergences during practical activities.
5. To ensure the gas, water, electrical connections, chemical solutions and other materials are left and or stored in a safe and secure condition ready for re-use.
6. To monitor the condition and stock levels of apparatus, reagents and materials with regard to shelf life, safety and economy by undertaking regular checks.
7. To assist with the diagnosis of faults and take necessary action accordingly.
8. Assist with the safe handling, storage and transportation of chemicals in according with health and safety procedures and guidelines.
9. Be a first line first aid response in the science faculty, contacting first aiders or the medical room supervisor to deal with situations as necessary.
10. To complete orders for materials and stock with the support of faculty staff.
11. To index/catalogue all chemicals, apparatus, materials so that resources are stored safely and logically.



General Responsibilities

1. Attend faculty meetings as required.
2. Liaise with external agencies regarding the provision, installation and repair of equipment, resources, CLEAPSS with regard to updates to safety procedures etc
3. Undertake administrative tasks associated with the role including ordering and provision of equipment for all aspects of the faculty.
4. To manage the electronic ordering system for practical lessons.
5. To assist in lessons as requested ensuring that teaching staff are provided with appropriate support.
6. To be aware of and comply with all school instructions and procedures in relation to health and safety at work.
7. Undertake training as may be required to fulfil the duties of the post, including radiation training.
8. Carry out the duties of the post with due regard to the school's equal opportunities policy, safeguarding, data protection and finance.
9. To act as the fire marshal for the science floor, alongside the head of faculty.

PERSON SPECIFICATION

ATTRIBUTES	JOB REQUIREMENTS
KNOWLEDGE	Of: <ul style="list-style-type: none"> • General knowledge of scientific equipment e.g., ammeters, voltmeters, chemistry equipment etc. • Knowledge of safe working practices (particularly in relation to the handling and usage of hazardous equipment and tools) and an understanding of health and safety issues preferably within a school environment. • Basic first aid. • COSHH AND CLEAPSS regulations.
ABILITIES	To: <ul style="list-style-type: none"> • Construct simple items of equipment for classroom use. • Identify simple faults of an electrical and mechanical nature in equipment, and to undertake minor repairs as appropriate e.g., soldering, glass preparation, general maintenance. • Maintain appropriate working relationships with staff and students, including confidentiality, flexibility, and good communication skills. • Undertake further training as required e.g., scientific terms and procedures, disposal of chemicals, first aid etc. • Problem solve and prioritise workload and to work in an organised but flexible manner. • Undertake general clerical tasks e.g., filing, stocktaking, processing, and checking orders.
SKILLS	To: <ul style="list-style-type: none"> • Understand and interpret requirements accurately. • Communicate effectively by questioning, listening, clarifying and recording of information. • Effectively use of ICT packages to create for example word processed documents, spreadsheet documents, and for data input and retrieval. • Work in a supportive team environment and establish positive relationships with students and staff. • Prioritise own workload to meet agreed deadlines. • Work without direct supervision. • Handle confidential information correctly. • Be flexible and use initiative. • Work accurately and flexibly under time pressure. • Operate office equipment such as photocopier, collating machine. • Work effectively under pressure, remaining calm in difficult situations.
EDUCATIONAL ACHIEVEMENTS	<ul style="list-style-type: none"> • Minimum GCSE grade C or equivalent in English, Maths and a scientific subject. Ideally holding A levels in sciences. • Able and willing to undertake training and development opportunities.
EXPERIENCE	Of: <ul style="list-style-type: none"> • Ideally working in a busy school environment and/or as a science technician and/or as an industrial lab technician. • Working in an environment of equal opportunities.
SAFEGUARDING	In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children as appropriate to the nature of the role which may include:



	<ul style="list-style-type: none">• Motivation to work with children and young people;• Ability to form and maintain appropriate relationships and personal boundaries with children and young people;• Emotional resilience in working with challenging behaviours; and• Attitudes to use of authority and maintaining discipline
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Responsible to: Head of Science

Safeguarding

Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students, who they are responsible for or in contact with, from discrimination and avoidable harm. All staff, where paid or voluntary, have a duty to keep young people safe and to protect them from harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent to that role. There will be a requirement that staff observe their obligations in accordance with the Trust's safeguarding procedure and report any concerns in accordance with the procedure to the appropriate person.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the post holder after enhanced DBS clearance has been acquired, must be disclosed to the headteacher by the post holder. Failure by the post holder to do so, or the obtaining by the post holder of a relevant conviction caution or reprimand, may be managed in accordance with the Trust's disciplinary procedure.

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the post holder's role or circumstances. Which must be observed.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy.

Equality and Diversity

The Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.



Training

The Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing post holder and will be commensurate with the grade for the job. The post holder is expected to comply with any reasonable management requests.

Copies of all relevant policies are available through the post holder's line manager and the Trust HR team.