

| Job Title: | Science Technician |
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| Contract Information: | Term Time Only (plus 3 training days)  Permanent, Full time  37 hours per week, 8.00am to 4.00pm (30-minute unpaid lunch daily) with an early finish on one day per week of 3.30pm  Overtime will be paid for up to 5 training days |
| Responsible to: | Senior Science Technician |
| Responsible for: | n/a |
| Terms & Conditions: | NJC, Support Staff Terms and Conditions |
| Salary Range: | NJC Grade 3 Scale Point Range Points 5-6  Starting scale point is dependent on experience. |
| Other: | 1 months’ notice period. |

**Background & Vision:**

Our mission is to motivate and prepare our students for a rapidly changing world, by instilling in them the knowledge and skills needed to be successful in life, and to uphold our core values of ‘Aspiration’, ‘Integrity’ and ‘Respect’. Newhouse Academy is part of the Hollingworth Learning Trust family.

**Values:**

Our values are at the heart of what we do. These are:

**Aspiration** – Being ambitious and doing your best.

**Integrity** – Being honest and doing what is right.

**Respect** – Being considerate and thinking of others.

**Purpose of the Job:**

To support the Science Department, ensuring the provision of an efficient service that is responsive to service requirements and meets pupil needs and demands.

### ORGANISATIONAL CHART

| Headteacher | |
| --- | --- |
|  |  |
| Head of Department | |
|  |  |
| Senior Science Technician | |
| Science Technician | |

### CONTROL OF RESOURCES

### Personnel: n/a

### Financial: n/a

**Relationships (internal and external):**

Internal: 1. Teaching and support staff within the school.

1. Stakeholders of the school.
2. Voluntary helpers.
3. Students.

External: 1. Parents/Carers.

2. Visitors to the School.

**KEY DUTIES AND RESPONSIBILITIES:  
Preparation Room and Maintenance**

• To effectively use the Lesson Preparation system in place for notification of practical and non-practical  
lesson requests, with appropriate notice periods and feedback to teachers on availability. This is under  
the direction of the Senior Technician and in accordance with the agreed advance booking  
schedule.

• Looking after the laboratory equipment and apparatus. This will include routine maintenance,  
cleaning, safety checks and safe storage of equipment, tools and materials. Reporting any faults to  
the Senior Science Technician and the Health and Safety Technician.

• To be responsible for maintaining the stock of all resources for planned practical’s and non-practical  
lessons. Ensuring orders are raised in a timely manner and not to impact on the delivery of the  
curriculum.

• Carrying out photocopying as necessary under the direction the Senior Science Technician and Head  
of Department as required.

• To assist the Senior Science Technician in the maintenance of the classrooms and preparation rooms,  
ensuring that they are clean, tidy, well organised and equipment is stored safely. Reporting any room  
issues to the FM Helpdesk.

• To complete any necessary recording or cataloguing under the direction of the Senior Science  
Technician or Head of Department.

• To receive and check deliveries.

• To undertake necessary admin tasks, photocopying or display work as and when required.

**Health and Safety**• To assist the Senior Science Technician in ensuring the safe storage and disposal of equipment,  
material, chemicals, perishables liquids, flammables and waste materials in line with school procedure  
and relevant Health and Safety requirements, e.g. COSHH and CLEAPPS.

• To update risk assessments where appropriate.

• To support staff in complying with risk assessments.

**Support for the Curriculum**• To support teaching staff in preparing for lessons by trialling practical experiments, investigating  
alternative approaches, and assisting in classroom demonstration lessons as required.

• To deliver lesson equipment and resources in a timely manner to ensure a high standard of lesson  
delivery.

• To retrieve, clear and clean resources used by teaching staff and pupils from classrooms in a timely  
manner to ensure they are available to use again.

• Support pupils to access the curriculum in line with appropriate lesson plan/teacher direction.

• Help develop and prepare differentiated resources as directed by the teacher / Head of Department.

• Assist pupils in the use of appropriate resources in accordance with the lesson plan.

• Supporting extracurricular activities

**Additional Responsibilities:**• Supporting the delivery of CPD under the direction of the Senior Science Technician.

• Covering during absence of the Senior Science Technician.

**General Responsibilities:**• The post holder must perform their duties in accordance with the school’s Equal Opportunities Policy;  
be aware of, support and ensure equal opportunities for all; and have due regard to the Public  
Sector Equality Duty.

• To comply with policies and procedures relating to child protection, health, safety and security,  
confidentiality and data protection, reporting all concerns to an appropriate person.

• To contribute to the school ethos, values, aims and development/improvement plan.

• To attend meetings within the Trust, at its academies and external events as required.

• To participate in training and other learning activities and performance development as required.

• To maintain confidentiality always in respect of school related matters and to prevent disclosure of  
confidential and sensitive information.

• Work and process personal and sensitive information in accordance with Data Protection Act 2018  
including the General Data Protection Regulations (GDPR) 2018.

• To understand and comply with the statutory guidance regarding safeguarding of children, ensuring  
the safeguarding and promotion of children’s welfare at all times, reporting any concerns to the  
Designated Safeguarding Officer immediately.

• To carry out their duties with due regard to current and future school/Trust policies, procedures and  
relevant legislation. These will be drawn to the post holder’s attention during the recruitment process,  
induction, staff code of conduct, ongoing performance development and through Trust  
communications

Newhouse Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job description but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

**This job description will be reviewed to reflect the plans, growth and development of the school.**

**Information for all applicants / post holders:**

Newhouse Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and consent to an enhanced DBS disclosure.

We particularly welcome applicants from under-represented groups, including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

We follow a strict pre-employment process in line with Safer Recruitment / Keeping Children Safe in Education Guidelines. All appointments are subject to satisfactory pre-employment checks.

| Signed | *Post holder* | Date |
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| Signed | *Line Manager* | Date |

