



Science Technician

Post**Science Technician****Responsible to**

Senior Science Technician

Grade 3 (SCP 4-6) (Actual Salary: 20,991 - £21,661)

Contract and Salary

Term Time plus 5 days , 37 hours per week

Permanent

Job Purpose

To support the Teaching and Learning in the Science area.

To complete administrative support for the area.

Main Responsibilities

- Prepare the materials, including photocopying, stock and standard solutions, specimens and apparatus required for demonstrations and for practical work. Replenishing reagent bottles.
- Prepare distilled/de-ionised water.
- Set up and test demonstration experiments and ensure that they will work well.
- Dispose safely of biological and chemical residues and other waste materials in accordance with CLEAPPS guidelines
- Be responsible for making appropriate risk assessments and keeping records of such.
- Ensuring all risk assessments are in place and reviewed accordingly.
- Keep up-to-date with Health and Safety information and INSET courses as necessary.
- Maintaining a good stock of necessary materials for the construction of scientific apparatus.
- Clean apparatus e.g. glassware, used by teaching staff and by students if it is difficult or dangerous.
- Sterilise appropriate apparatus.
- Care of animals and plants kept for observations and experimental purposes.
- Maintain apparatus and equipment in good working order and carry out repairs as necessary or arrange for repairs to be done in consultation with the Curriculum Director.
- Inspect, maintain and use correctly safety equipment including the annual testing of radiological sources.
- Construct and/or modify laboratory apparatus.
- Test new experiments and assist in devising new practical work.
- Assist in the construction and preparation of the audio visual aids, and routine maintenance of the AVA equipment used within the science department.
- Keep work area tidy and free of clutter.
- Be responsible to the Curriculum of Science for the maintenance and upkeep of the science laboratories and advising on any improvements which can be made in this respect.
- Administering stock control and ordering procedures, preparation of requisition, obtaining quotations, checking deliveries, co-ordinating common stock between sections.
- Operate Laboratory documentation systems (cataloguing, filing, worksheets etc.).
- Assist with the maintenance of computer records
- During school holiday periods and as workload permits, to assist across a broader spectrum of duties, including but not exclusively, site, administration, landscape maintenance, reception.
- Any other duties that it is reasonable to expect you to undertake as directed by your line manager.
- Administer First Aid within the Science Department.

Other

- To participate in your own professional development activities and performance management activities as required
- Ensure that 'no student is left behind', in their academic and personal development.
- Conform to the Academy's Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping.
- Build team commitment amongst students and staff alike.
- Engage and motivate students and staff to do their best by doing your very best.
- Demonstrate a positive approach to your professional duties and improve the quality of student learning.
- To consistently uphold the Academy's aims and strive to attain Academy Targets.
- To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy.
- To work with students within the framework of the Academy in a courteous, positive, caring and responsive manner.
- Play a full part in the life of the Academy's community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Demonstrate both enthusiasm and high standards of professionalism to all Academy stakeholders.
- It is the responsibility of each employee to carry out their duties in line with all Academy Policies promoting a positive approach to a harmonious working environment.
- The job purpose and key task statements above are indicative and by no means exclusive. The need for flexibility amongst staff is therefore considered important.
- To undertake any other duties deemed reasonable by the Academy Executive Team for the post at this level.
- To embrace the Academy's Pursuit of Excellence Programme.
- All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of Q3 Academy and undertake risk assessments as appropriate. Full details can be accessed via the staff website.

The Mercian Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.'

Notes:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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.

Person Specification

Education, Training and Qualifications

Essential Desirable

	Essential	Desirable
Educated to a good standard of education (Level 2 or above in English and Mathematics)	X	
Knowledge of Microsoft packages including word, excel and PowerPoint	X	
Degree qualification or specialist qualification in Science/Technician support is desirable		X

Experience

Essential Desirable

	Essential	Desirable
Evidence of working in an education setting		X
Development and implementation of quality systems and standards		X
Ability and knowledge to lead on Health and Safety in Science		X

Knowledge and Understanding

Essential Desirable

	Essential	Desirable
Biology, Chemistry and Physics specification knowledge		X
Knowledge of Health and Safety practices particularly focusing on the implementation of Risk Assessments, COSHH and CLEAPPS guidance		X
A knowledge of materials and equipment which are usually used within a Science Department Setting.		X

Leadership

Essential Desirable

	Essential	Desirable
Effective team worker	X	
Possesses high expectations for accountability and consistency	X	
Motivation to continually improve standards and inspire excellence	X	
Possesses an empathy and the ability to listen	X	
Commitment to the safeguarding and welfare of all students	X	

Skills

Essential Desirable

	Essential	Desirable
Effective and adaptable ICT skills	X	
Effective communication skills	X	
Possesses energy, enthusiasm, resilience and perseverance	X	
Ability to take responsibility and work on own initiative	X	
Excellent planning and organisational skills	X	
Necessary standard of spoken English as per Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates have the necessary standard of spoken English	X	
The ability to produce correspondence/documents, appropriate for a specific audience and in well-written English, ensuring the tone is appropriate to the purpose	X	