

## JOB DESCRIPTION

<b>Science Technician</b>	
Post:	Fixed Term Contract until 14 February 2025 37 hours per week/40 weeks per year
Start date:	ASAP
Salary:	Grade 6, Point 9 (Actual Salary £20,973 per annum – <i>pay award pending</i> )
Disclosure level:	Enhanced
Accountable to:	Head of Department/Senior Science Technician
Accountable for:	<ul style="list-style-type: none"> <li>Implementation of school policies, including Health and Safety and Equal Opportunities</li> <li>Reporting any problems or concerns</li> </ul>
Liaison with:	Teachers, other Technicians
<b>Core Purpose:</b>	<ul style="list-style-type: none"> <li>To support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of Rawlins as a thriving community</li> <li>To be committed to safeguarding and promoting the welfare of children and young people</li> </ul>
<b>Core outcomes:</b>	<ul style="list-style-type: none"> <li>To ensure smooth running of the Science Department on a day to day basis</li> </ul>

<b>Main Responsibilities:</b>	
1	The maintenance of apparatus, including: <ul style="list-style-type: none"> <li>Satisfactory systems of storage, delivery and retrieval</li> <li>Cleaning glassware</li> <li>Reporting and making up losses</li> </ul>
2	The maintenance of laboratories and preparation areas to include: <ul style="list-style-type: none"> <li>Clearing away apparatus after lessons</li> <li>Clearing work areas and sinks</li> <li>Regular checks of equipment in storage areas in laboratories – number and condition</li> </ul>
3	To operate and control ICT and paper resources to include collection, filing retrieval and preparation where appropriate
4	To order equipment and maintaining adequate financial records of expenditure
5	To ensure that safety procedures are followed in the use and preparation of equipment, chemicals etc.
6	To the maintenance of stock control and storage with regard to safety regulations
7	To contribute to specific and cross-department initiatives e.g. field courses, open evenings, animal & plant husbandry
8	To contribute to initiatives in GCSE and A Level examination assessment (including assistance in lessons in support of staff involvement in the planning and preparation stage of assessments)

9	To support pupils in the classroom as and when required by the teachers
10	To ensure that work and registers are passed to cover teachers
11	To prepare reagents and solutions including concentrated acids and volumetric solutions
12	To maintain microbiological cultures including aseptic work and the disposal of contaminated materials
13	To advise on room changes on occasions deemed necessary for efficient use of resources
14	The maintenance of portable electrical apparatus, including: <ul style="list-style-type: none"> <li>• Periodic checks of equipment (cables, fuses and plugs)</li> <li>• Check, record and maintain Portable Appliance Testing equipment in Science</li> <li>• Fault finding and repairs</li> </ul>
<b>General Responsibilities:</b>	
15	To participate in Staff Training Days and other training opportunities in disaggregated time, as required
16	To participate in other continuing professional development opportunities, as required or agreed
17	To participate in the school programme of Performance Management
18	To participate fully in subject team self-reviews and other agreed procedures for monitoring the quality of pupil support
19	To comply with all financial, safety, data protection, IT software licensing, child protection and equal opportunity requirements and any other relevant guidelines.
20	To undertake any other reasonable duties as may be agreed from time to time with the Senior Science Technician or the Principal

<b>Key Competencies – Skills and qualities you must demonstrate</b>	
21	Good attendance, reliability and integrity
22	Flexibility
23	Good interpersonal and communication skills
24	The ability to function effectively under pressure
25	Preparedness to show initiative
26	Willingness to attend training, update or review sessions as required

## PERSON SPECIFICATION

<b>Science Technician</b>		
	<i>Essential</i>	<i>Desirable</i>
Able to actively support the ethos, vision and values of the school	✓	
<b>Education and Qualifications</b>		
Educated to at least A Level or equivalent L3 qualifications		✓
GCSE in Mathematics and English (Grade 5 or equivalent)	✓	
First Aid Qualification (or willingness to complete)		✓
<b>Experience</b>		
Experience of working with young people		✓
Experience of working in an educational establishment		✓
Experience of supervising/supporting small groups		✓
Experience of working with and supporting children		✓
Knowledge of child protection, safeguarding and health and safety procedures		✓
<b>Skills and Attributes</b>		
An inspiring and dynamic colleague able to deal confidently and appropriately with a variety of situations	✓	
Ability to work as a team player but also individually with minimal supervision	✓	
Ability to relate to and communicate with staff and pupils	✓	
A commitment to high expectations and the raising of pupil attainment	✓	
Ability to build relationships and communicate effectively and proactively with colleagues, pupils and parent/carers	✓	
Excellent organisational skills and administrative skills	✓	
Ability and a commitment to work flexibly and to respond to unplanned situations	✓	

	<i>Essential</i>	<i>Desirable</i>
<b>Personal Qualities</b>		
A positive attitude, energy and commitment	✓	
Good communicator and listener	✓	
Integrity	✓	
Relates to and understands young people	✓	
Good sense of humour and able to enjoy work	✓	
Calm and organised under pressure, able to prioritise	✓	
Resilient and determined	✓	
Creative and imaginative	✓	

Rawlins 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 profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

**This Job Description is not prescriptive and may be changed, in consultation with the post holder. Therefore, other tasks may be added and include tasks that the Principal may reasonably require from time to time or are in keeping with the aims, and current development plans of the school.**

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

- Rawlins are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment
- The successful candidate will have to meet the Person Specification and will be required to apply for an enhanced DBS Disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education
- All appointments are subject to Safer Recruitment practices

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