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**STADBROKE HIGH SCHOOL**

**JOB DESCRIPTION**

**SCIENCE TECHNICIAN & FIRST AID COORDINATOR**

**Perm, Term Time + 1 Week, 25hours per Week**

**To start from April 2023**

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| **Line Manager:** | Head of Science |
| **Salary:** | Point 5-9 of the Support Staff Salary Scale  **FTE** £21,575 - £23,194 per annum  **Pro Rata** £12,482 - £13,660 per annum |

**THE POST**

Stradbroke High School is a member of the Sapientia Education Trust (SET).

**PERSON SPECIFICATION**

The personal competencies expected of all School support staff are:

* The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
* Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
* Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of a Science Technician are:

* Ability to solve straightforward problems
* Exchange information with pupils, teachers and other technicians
* Uses hand/eye co-ordination and dexterity in the preparation of materials or use of equipment
* Works from instructions, but makes minor decisions involving the use of initiative. Problems are referred to a line manager. Little close supervision is necessary beyond that provided by working arrangements and methods.
* Responsible for careful use of expensive equipment
* May keep basic financial records

The qualifications and previous experience required for a Science Technician are:

* A good level of literacy and numeracy
* Knowledge of science equipment, resources and related procedures
* A degree or post16 qualification relevant to the post

**JOB SPECIFICATION**

**General Responsibilities**

The post-holder will be required to comply with the Stradbroke High School Code of Conduct for Staff and Volunteers.

Stradbroke High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. The successful candidate must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the School’s programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

**Specific Responsibilities**

* Carry out maintenance and basic first line repairs of science equipment, if necessary recommending repairs by outside contractors or replacement to supervisor.
* Prepare all equipment and resources for demonstration purposes or for use by teaching staff and pupils. Make up standard solutions. Construct and modify apparatus. Deliver equipment to laboratories. Care for plants.
* Clean equipment and laboratories after use, including chemical spillages. Clean laboratory sinks and supervise emptying of sink traps. Carry out health and safety checks on laboratories, preparation rooms and stores.
* Ensure safe storage of laboratory equipment in line with health and safety regulations (COP). Collecting, checking and returning equipment to stores. Stocktaking, cataloguing and resource control.
* Dispose of chemicals safely and in line with health and safety regulations. This may include safe disposal and management of radioactive materials.
* May be required to support teaching staff in lesson delivery, e.g. practical demonstrations. Trial practical activities. Keep up to date with developments in practical science and advise teachers accordingly. Develop new activities.
* Attend lessons when required to assist pupils with practical work. Provide technical support to students/ pupils including health and safety guidance.
* Carry out risk assessment for technician activities. Ensure teachers have appropriate risk assessments for the practical’s that they intend to deliver. Provide health and safety guidance to experiences and trainee teachers. Keep up to date with health and safety requirements and advise staff accordingly. Carry out safety checks including electrical equipment (PATs), pressure vessels, eye protection, chemicals that deteriorate, glassware, bunsen burner tubing, etc.
* Placing orders, checking deliveries and invoices. Keeping financial records. Obtaining materials by local purchase and hold petty cash float.
* Assist with field trips/visits. Science clubs and competitions. Open days and evenings
* Laminating, collating, filing and photocopying.

Additional responsibilities outside of Science:

* Whole school first aid provision coordination including ordering supplies, organising staff rota, arranging staff training, keeping care plans up to date, sharing medical information with trip leaders, contributing to the updating of relevant school policies
* Examinations assistance (reader/scribe) when required
* TA cover (when required)

**HOURS OF WORK**

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| --- | --- |
| Working weeks | Term Time +1 Week |
| Hours per week | 25 hours per week |
| Normal Working Pattern | Monday to Friday; times to be confirmed |
| Unpaid Breaks | 30 minutes lunch break |
| Holidays | Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time. |
| CPD Days | School CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days that fall on your normal working days. Any additional time required for CPD can be claimed on a timesheet. |

**REMUNERATION**

Salary Details:

* Point 5–9 of the Support Staff Salary Scale
* **FTE** £21,575 - £23,194 per annum
* **Pro Rata** £12,482 - £13,660 per annum

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

The post-holder will be entitled to join Stradbroke High School’s nominated pension scheme for support staff.

**DRESS CODE**

The post-holder will be expected to wear workwear appropriate to the role and protective clothing will be provided by Stradbroke High School where appropriate. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Stradbroke High School employees.

**PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

**REVIEW**

The Job Description will be reviewed annually as part of Stradbroke High School Performance Management programme.