

Job Description

Job Title:	Science Technician
Work Pattern:	24 hrs per week term time only
Grade:	UTC Pay Scales (£20,444 to £22,129) pro rata (per annum) dependent on experience
Reports To:	Science Subject Lead
Staff Managed (if any):	0

Core Purpose

Your tasks will mainly involve supporting the work of science teachers and their students to ensure that they:

- Use lab time and resources effectively
- Use equipment safely
- Accurately record the results of their work.

Your role will also involve providing technical support, ensuring that equipment is functioning properly and is ready to use, and that the right materials are available for lessons. Key aspect of the role is to ensure upkeep of relevant Health and Safety processes and procedures (i.e. risk assessments, COSHH).

Sometimes the successful candidate will be required to work closely with students and assist in practical classes to help explain or demonstrate experiments or how to use equipment. In addition to this, the successful candidate will be responsible for monitoring and servicing systems, diagnosing problems, and troubleshooting equipment. They may also be required to run tests, complete reports, update and improve existing systems, and repair or replace faulty equipment.

Main Duties and Responsibilities

The following key tasks and responsibilities summarise the main aspects of the job. They will be reviewed periodically and amended by agreement to ensure the effective operation of the College and to foster development of the individual.

You will have excellent communication skills and be able to work and liaise effectively, with a can-do approach, with students, teaching staff, the head of science and senior leaders and a range of external industry partners. This role will not be limited to working “behind the scenes” – you will be able to develop a rapport with students and offer assistance with practical projects and experiments.

Technicians employed on this grade may have little or no experience in working within a science department, and whilst able to work independently are likely to benefit and require ongoing training and supervision to ensure high quality in their work. Their knowledge and use of H&S protocols will be consistent once appropriate training has been provided. They will seek clarification where necessary and be able to give advice to teachers on the resources they have prepared.

Key responsibilities	Activities that are likely to be carried out
<ul style="list-style-type: none"> • Prepare for the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department. 	<ul style="list-style-type: none"> • Preparation of resources, assembling apparatus. • Obtaining materials by local purchase. • Implement and engage with risk assessments for technician activities. • Ensure the maintenance of a clean and orderly working environment. • Carry out preparatory work as directed, including making simple solutions and assembly of apparatus and materials. • Setting up and checking equipment and apparatus under supervision for use in practical activities. • Delivery of apparatus, equipment and materials to laboratories, retrieving after use and disposing of waste as directed. • Washing and repairing of apparatus and equipment when required
<p>To ensure the maintenance of a healthy and safe working environment through:</p> <ul style="list-style-type: none"> • Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources • Keeping up to date with current procedures and practices through continuing professional development • The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards • The healthy and safe storage and accessibility of equipment and materials. 	<ul style="list-style-type: none"> • Keeping up-to-date with health and safety requirements • Refer to health and safety guidance and advice with technical staff and teachers. • Disposal of waste materials in accordance with health and safety regulations, under supervision of the Senior Technician. • Checking fume cupboards, pressure vessels and first aid kits; carrying out electrical and other safety checks, etc. • Participate in the organisation and storage of equipment, apparatus and materials.
<ul style="list-style-type: none"> • Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard. 	<ul style="list-style-type: none"> • Collecting, checking and returning equipment to stores. • General laboratory cleaning of bench surfaces and fixed equipment. • Cleaning and repair of equipment.
<ul style="list-style-type: none"> • Undertake basic record keeping as directed 	<ul style="list-style-type: none"> • Provide clerical/administrative. Support e.g. photocopying, printing, display, collection of student's lab work.

Other Specific duties:

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the UTC and the professional development of the staff. This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Professional Conduct

All staff are expected to:

- Follow the UTC's Appraisal Policy
- Make the most efficient and effective use of human, financial and material resources
- Be aware of and responsive to the changing nature of the UTC, adopt a flexible and pro-active approach to work and contribute to a range of cross-college initiatives to facilitate the delivery of key business objectives
- Participate in UTC developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post
- Be conversant with and operate all appropriate information technology resources available and to keep abreast of developments in this area
- Participate in the development of a responsive customer centred approach to service delivery
- Ensure compliance with all UTC policies, procedures and regulations and assist in the implementation of decisions.
- Give good notice of any absence in line with the UTC's Absence Management Policy.
- Adhere to general standards of conduct embodied in UTC policies
- Provide an education service which, actively promotes equality of opportunity and freedom from discrimination, demonstrating the UTC encourages the valuable and enriching contribution, which people from a range of backgrounds and experiences can bring to the life and development of the organisation
- Work within any legislation to which the UTC is bound by law
- Make the most efficient and effective use of resources being aware of budget implications
- Responsibility to promote and maintain a safe and healthy environment for yourself, all other staff and students
- Responsibility to respect the UTC community and abide by the Equality policy
- Report any incidence of bullying/harassment as part of the safeguarding statement and procedures

Support for the trust

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the UTC Swindon's dress code
- Attend and participate in meetings as required (UTC Swindon and ALET trust)
- Participate in training, other learning activities and appraisal as required
- Recognize own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by ALET Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

Safeguarding Requirements

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertake can be found at: Keeping Children Safe in Education, 2021- <https://bit.ly/3sFula8>

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> Relevant science qualification and/or experience 	<ul style="list-style-type: none"> Appropriate professional qualification
Experience	
Essential	Desirable
<ul style="list-style-type: none"> Experience of providing technical support Preparation of materials for learning 	<ul style="list-style-type: none"> Working in an educational environment
Equality Issues	
Essential	Desirable
<ul style="list-style-type: none"> Demonstrable knowledge and understanding of, and commitment to, equality of opportunity and inclusive education 	<ul style="list-style-type: none"> Knowledge of appropriate national standards Understanding of multicultural issues in the context of a secondary school
Knowledge/Skills/Abilities	
Essential	Desirable
<ul style="list-style-type: none"> ICT skills including but not limited to: word, excel, outlook, PowerPoint, publisher, WordPress, MIS Ability to organise and effectively prioritise on workload and meet deadlines Constantly improve own practice/knowledge through self-evaluation and learning from others Ability to relate well to young adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these Ability to deliver a quality service. Ability to communicate effectively and confidently both verbally and in writing 	<ul style="list-style-type: none"> Appropriate professional qualification Good working knowledge of practical requirements for GCSE/A Level
Personal Qualities	
Essential	Desirable
<ul style="list-style-type: none"> Good organising, planning and prioritising skills. To be reliable, punctual and have good attendance To have a polite, friendly and flexible approach to work To have good communication skills The ability to relate well to children and adults, able to form and maintain an appropriate relationships and personal boundaries with children and young people Able to work constructively as part of a team, understanding classroom roles, school rules and responsibilities To follow instructions To keep calm and maintain an air of authority 	
Other Requirements	
Essential	Desirable
<ul style="list-style-type: none"> Ability to turn hand to anything, particularly during early phases A 'can do' attitude 	