

Science Technician

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| NJC Pay Range | Band D |
| Responsible To: | Senior Science Technician |

Main Purpose of the Post

- To work closely with the class teacher to provide high quality support for children, including those with special educational needs.

Key Areas of Responsibility

1. Laboratory Servicing

- To assist in the preparation of materials, stock, standard solutions, specimens, cultures and apparatus required for demonstration and for practical work in all laboratories.
- Under the supervision of the Senior Technician, set up demonstration and practical lessons as requested, ensuring they work effectively and are cleared away.
- To assist in the general maintenance of the laboratory and that all surfaces and equipment are clean and safe to use.
- To deliver equipment and resources to laboratories or classrooms as requested.
- To carry out investigations and experiments to obtain results to be used by the teaching staff.
- To trial experiments before their use in a classroom setting.
- To collect, clean, check and return resources to stores.
- To be responsible for the care of animals and plants kept for observation and experimental purposes.
- To set up ICT and multimedia equipment as required.

2. Construction and Repair

- To maintain and repair apparatus and laboratory equipment to required standards, including obtaining estimates for more complex repair work.
- In consultation with the Senior Science Technician to test new equipment and devise new practical work.
- To construct and/or modify laboratory apparatus for use and display.

3. Health and Safety

- To ensure the safe storage and/or disposal of equipment, materials, chemicals and waste materials in line with recognised procedures and contribute to the production of appropriate risk assessment (to include appropriate labelling of chemicals/materials used in the laboratory).
- In liaison with the Senior Science Technician, inspect, maintain and ensure correct use of safety equipment.
- To keep up-to-date with health and safety requirements and with developments in practical science, including attending courses and reading publications.
- To give health and safety information to technical staff, teachers and students.

4.Advisory

- To assist in practical classes and carry out demonstrations working with students where appropriate.
- To operate a loan system for equipment internally and with other schools, advising on suitability of equipment and experiments.
- Maintain awareness of current developments through appropriate training.

5.Administration

- To provide an efficient system for ordering, stocking, storing and distributing items used in the Science faculty, including any associated record keeping.
- To operate all relevant information and recording systems including cataloguing, filing, inventories and legal records as they relate to Health and Safety and equipment/appliance testing.
- To receive and check deliveries and associated invoices.
- To obtain materials by local purchase.

Other Considerations Relevant to the Role

- To work from an identified MLT Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.

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Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To provide reports and updates to Leaders in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.