

POST TITLE: Science Technician	GRADE: Grade 4 (point 7-8)
RESPONSIBLE TO: Curriculum Director of Science	

Responsible for: No direct reports

Purpose of role: To provide specialist technical and administrative support, practical assistance and advice where required to staff and students of the school.

Principle Accountabilities:

- Provide specialist assistance in the preparation of classrooms, laboratories, and workshops for use by staff and pupils ensuring a safe, tidy, and healthy working environment is provided at all times.
- Provide specialist assistance and be responsible for teaching resources and materials, displays, apparatus and equipment,
- Provide technical assistance and support to teaching staff and pupils on the safe and economic use of equipment and materials (including electrical equipment)
- Work with teaching staff in the creation and design of new teaching resources and materials
- Demonstrate, advise, and assist in practical activities and support practical experiments where necessary, assisting with practical project work as part of, for example, post 16 studies, under the direction of teaching staff.
- Assist in using IT and AVA equipment associated with displays, machinery, and experiments, ensuring the availability and security of equipment used.
- Maintain and repair equipment and apparatus or organise maintenance and repair, seeking specialist assistance, when necessary, in order to ensure safe and efficient operation.
- Ensure that workshops, laboratories, classrooms, and all equipment used are kept clean, tidy and in a safe condition.
- Monitor routine and non-routine checking, maintenance, calibration, cleaning, and fault investigation to ensure it is carried out to the required standard.
- Responsible for the safe storage of equipment and materials and the disposal of waste and hazardous materials, according to the relevant regulations, guidelines, and school procedures and in line with Health and Safety good practice
- Maintain records of stock levels and loans of equipment and materials and undertake annual stocktaking; order new stocks, supplies or equipment when authorised by teaching staff, taking receipt of materials and equipment delivered and passing invoices for payment.
- Responsible where required for petty cash and the purchase of relevant items locally when authorised, assessing the availability of suitable alternatives in line with best value principles and maintaining records of transactions and expenditure in accordance with the schools' financial guidelines.
- Assist with the issue and return of textbooks as required and undertake other appropriate clerical duties when required.
- Assist in the organisation and preparation of displays for open evenings and other school functions as and when required.
- Ensure at all times and in all the above activities that Health and Safety Regulations, and other relevant regulations and guidelines such as COSHH regulations and school procedures, are adhered to and observed. This may involve taking a lead role in regular and routine checking and testing procedures and risk

assessments where appropriate, and proactively contributing to the assessment, monitoring and review of Health and Safety procedures and policies.

- Play a proactive role in developing the skills and experience of other technicians and promoting 'best practice' in all aspects of the work requirements.
- Assist teaching staff as directed and undertake other duties and responsibilities commensurate with the post, including assisting or advising other technicians in areas of particular competence or skill.

Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concern.
- Remain vigilant to ensure all students are protected from potential harm.

General

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

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

This job description only contains the main accountabilities relating to the posts and does not describe in detail all the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification - Science Technician	Essential (E) or Desirable (D)
Education/Qualifications	
Sound Level of Secondary Education	E
Academic and technical qualifications, i.e., Level 3-4 in BTEC/HNC/HND in Chemistry – or equivalent	E
Experience	
Working in a busy environment	D
Working with young people in a learning environment	D
Working as part of a team	E
Managing a demanding workload	E
Maintaining highly accurate records	E
Behaviours	
Operates with integrity	E
Committed to continuous professional development	E
Committed to a team collaborative approach	E
Skills	
Energy and Enthusiasm	E
Flexible approach to work	E
Positive & Reliable	E
Ability to carry out tasks given quickly and competently	E
Excellent verbal communication skills	E
Excellent written communication skills	E
Excellent planning and organisation skills	E
Ability to prioritise and multitask	E
High degree of attention to detail	E
Good level of IT skills including Outlook and MS Office	E
Knowledge and understanding	
Natural communicator	E
Professional and approachable	E
Confident at problem-solving	E
Confident at following through on tasks and resolving enquiries	E
Proactive approach to work	E
Laboratory Experience	D
Working collaboratively with others and developing relationships with internal and external colleagues/suppliers	E
Other	
Occasional work outside normal working hours - prior notice given	E
Good sense of humour	E