



# THE BISHOP FRASER TRUST

A CHURCH OF ENGLAND MULTI ACADEMY TRUST

## JOB DESCRIPTION

<b>Job Title:</b>	Senior Science Technician	<b>Department/Group</b> :	Science / Support Staff
<b>Level/Salary Range:</b>	Grade E SCP 11 - 17	<b>Reporting to:</b>	Head of Department
<b>Contract term:</b>	Permanent Term Time Plus 5 Day	<b>Hours per week:</b>	28 hrs

### Vision Statement

***"To allow all children to experience 'life in all its fullness', no matter what their starting point" by:***

- Offering a high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values
- Recognising the unique nature of each child.

### Main Objectives of Role:

Under the overall control of the Head of Science, to co-ordinate 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.

### Job Description:

#### Main responsibilities

- Preparation of resources, standard solutions and assembling apparatus for demonstrations and students' practical work.
- Collecting, checking and returning of equipment to stores and disposing of waste, adhering to health & safety protocols at all times.
- To ensure that working areas are safe and tidy after practical lessons in accordance with safety procedures in science laboratories
- To respond to chemical spills and breakages during lessons using the appropriate methods and techniques;
- General cleaning and repair of equipment. Timely replacement and replenishment where necessary.
- To replenish reagent bottles as necessary.
- Supporting the production of risk assessments for technician activities.
- Assisting in practical classes and supporting practical demonstrations.
- Keeping up-to-date with health and safety requirements and with the development in practical science.
- Actively contributing to the assessment, monitoring and review of both health and safety procedures.
- To provide technical advice and support on health and safety issues to the teaching staff.
- Attending relevant courses and CPD.
- The safe treatment and disposal of used materials including hazardous substances in accordance with established guidelines and responding to actual or potential hazards.
- Organising the healthy and safe storage of, and checking the condition of chemicals and equipment.
- Removal of unsafe equipment and substances and reporting them to senior technician
- Visual checking of plugs and electrical equipment and reporting any faults to the senior technician.
- Attending department meetings as required.
- Checking stock and assisting with the ordering of new stock.
- Assisting with the chasing up of anomalies both with original supplier and within school.
- Assisting with the checking of deliveries against original orders and delivery notes and passing on invoices for payment.
- Keeping up-to-date stock records.
- Regular general laboratory cleaning of bench surfaces and fixed equipment and utilities.
- Replenishment of paper-based resources.
- Arranging for identified teaching resources and schemes of learning to be copied/printed through reprographics and for their suitable storage.

- Making resources (e.g., laminating card sort exercises, inputting questions and images onto slideshows and question type software etc.).
- Supporting the enrichment programme by escorting trips and visits and supporting in house activities.
- Provide clerical/ administrative support to the department
- Provide First Aid as required

### Communications

- Ensure that contact with a wide range of people is friendly, supportive and professional.

### General responsibilities

- Work collaboratively with a range of internal and external partners
- Limited flexibility with working hours including assisting with after-school events and on occasions other commitments beyond the usual working day, recognising the variable nature of workloads and deadlines. It must also be noted that the Academy strongly recognises the fundamental importance of a private and family life, and of adequate rest and recreation.

### Safer Recruitment Statement

**The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

### All staff employed by the Bishop Fraser Trust are expected to:

- uphold and promote the Trust's vision
- uphold and promote the Christian ethos of all schools in the Trust
- support and contribute to the achievement of all students academically and pastorally
- support and contribute to the Trust's responsibility for safeguarding all students
- undertake professional training to enhance personal development and job performance;
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect
- share best practice, expertise and skills with others
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

**Last Updated:**

January 2020



## PERSON SPECIFICATION

	Senior Science Technician - CRITERIA	Essential / Desirable
<b>Work related circumstances – professional values and practices of The Bishop Fraser Trust</b>	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
<b>Personal Qualities</b>	Self-motivated and personally resilient	E
	High levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Conscientious and diligent work ethic	E
	High standard of personal presentation with an excellent attendance and time-keeping record	E
	Exacting standards, with high levels of attention to detail and accuracy	E
	Patience, kindness and understanding	E
<b>Professional Dispositions</b>	Pro-active in using initiative	E
	The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focussed on meeting customer needs and satisfaction	E
	Maintains a positive outlook at work	E
	Willingness to take a hands-on approach as necessary	E
	Flexibility, on occasions and within reason, in approach to working hours	E
<b>Qualifications</b>	5 A*-C GCSEs including English & Maths	E
	First Aid Qualification (or willingness to undertake)	E
	Science A Level or Level 2 NVQ Diploma in Laboratory Science or equivalent	D
<b>Experience Skills and Knowledge</b>	Experience of working in a laboratory (professional or educational) including Science Practical knowledge	E
	Current Health and Safety training (or willingness to undertake)	E
	Willingness to participate in further relevant training and development opportunities	E
	Able to plan, prioritise and organise own workload.	E
	A willingness to promote the use of the latest scientific and digital technology for education in the Science Department and to engage in CPD opportunities to further develop this.	E
	Ability to carry out risk assessments in relation to laboratory work.	E
	Good working knowledge and experience of implementing directives relating to Health and Safety at Work Act and fire regulations/precautions	E
	Able to undertake repairs and general maintenance effectively and safely and ensure repairs are high quality and fit for purpose	E
	Ability to prepare equipment and materials for lessons as requested by	E

	<b>Senior Science Technician - CRITERIA</b>	<b>Essential / Desirable</b>
	teaching staff.	
	Ability to be flexible in approach to work	E
	Good level of accuracy and detail	E
	Able to work effectively in a team and work flexibly to meet the needs of the academy	E
	Able to follow instructions, both verbal and written	E
	Friendly, professional and able to communicate effectively both verbal and in writing	E
	Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools	E
	Knowledge of COSHH and H&S regulations in relation to the safe handling and storage of chemicals.	E
	Maintain inventories	E
	Ability to make up solutions and dilutions of chemicals and molar chemical solutions	E
	Experience using ICT packages for data loggers and practical bookings	D
	Good ICT, literacy and numeracy skills	E
<b>Safeguarding of Children and Young People</b>	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E