



Organisation:	Watergrove Trust
Location:	Wardle Academy
Section	Associate Staff
Job Title:	Senior Science Technician
Hours:	36 ¼ hours, working Term Time Only
Grade:	5
Grade Range:	Point 12 - 17 £26,421 - £28,770 FTE
Accountable to:	Headteacher, Deputy Headteacher and Assistant Headteacher
Accountable for:	N/A
Special Conditions of Service:	<ul style="list-style-type: none">• All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment.• From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description. (Example): Supporting Open Evenings and other out of hours school events as and when required or to perform routine system upgrades and general maintenance.

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

PURPOSE AND OBJECTIVES OF THE ROLE

To provide high quality technical support to meet the needs of the Science Department. Under the overall direction of the Director of Faculty, and in accordance with the practices and procedures of the school, assist teaching staff in providing a safe and efficient lab technical service for students and teaching staff.

The senior science technician role forms a central part of the work of the department and he/she will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students

RESPONSIBILITIES

The postholder must:

1. Perform his/her duties in accordance with the Trust's Equality and Diversity Policy.
2. Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

Safeguarding

Fulfil responsibilities and obligations in relation to the safeguarding of children.

To adhere to the Academy Trust rules and regulations relating to the use of IT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust, and current legislation.

Relationships (not exhaustive)

Headteacher
Senior Leadership Team
Colleagues
Teaching Staff
Associate Staff
Students
Parents
Visitors
Contractors
Governors /Trustees

Values and Behaviours

The Wardle Way:



Wardle Academy has high expectations of students and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

Principal Duties

- Preparation and assembly of apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials. Preparation of materials for other events such as Open Evenings, transition workshops, British Science Week etc.
- Delivery of equipment and materials to laboratories, setting-up as per the class teacher's requirements, and dismantling/returning of equipment.
- Managing the requisitions of materials by the Science Department.
- To ensure equipment, chemical solutions and other materials are left/stored in a safe and secure condition, ready for re-use.
- To undertake minor repairs and modifications when necessary and to assist in the construction of apparatus. Be responsible for the safe working of appliances.
- Where applicable, to undertake reprographic duties and routine 'resource' tasks, as determined by the needs of the Science Department.
- To assist in maintaining records of apparatus, reagents and materials, including inventories and records of any Health and Safety concerns.
- To maintain stock levels and take responsibility for ordering stock and liaising with the Head of Faculty and finance department regarding requisitions.
- Preparing teaching staff for safe working practices by inducting new staff, and updating colleagues to changes in safety guidance.
- Managing aspects of health & safety legislation and ensuring the maintenance of a healthy and safe working environment through keeping up to date with current procedures; the safe treatment, storage and disposal of used materials, including hazardous substances, and responding to actual or potential hazards; the safe storage and accessibility of equipment and materials.
- To undertake general tasks within the Science Department and wider School including transporting supplies within the school, collection of materials locally, general maintenance of laboratories, preparation and store rooms.

Secondary Duties

- 1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust.
- 2. Work collaboratively across departments with colleagues and students to ensure the



Academy & Trust operates as effectively as possible to achieve its aims. Develop collaborative working relationships with other managers and colleagues in the Trust.

- 3. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.
- 4. Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate.
- 5. Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
- 6. To support and participate in team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder. Prepare and contribute to Trust wide development by sharing best practice and professional feedback.
- 7. To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.
- 8. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
- 9. The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
- a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.
- c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.
- 10. To attend and participate in meetings as required.
- 11. Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.
- 12. Support the Academy & the Trust in meeting our legal requirements for worship.



- 13. Actively promote the Academy & Watergrove Trust corporate policies.

Job Description Prepared by: _____ Date: _____

Postholder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder



Watergrove Trust Person Specification

Organisation :	Watergrove Trust	Post:	Senior Science Technician
Section :	Associate Staff	Grade:	

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Qualifications		
5 A*- C GCSEs or equivalent including English and Maths.	E	AF, I
Post 16 science qualification	D	AF, I
Current First Aid at Work Certificate	D	AF, I
Skills and Experience		
Experience working as a Technician in a school setting	E	AF, I
Previous experience of working in a laboratory environment	D	AF, I
Knowledge and Ability		
Understanding of the importance of safeguarding/child protection when working in a school setting	E	AF, I



Ability to adhere to strict guidelines on the storage, handling and disposal of chemicals	E	AF, I
Good team management skills	E	AF, I
Ability to build and form good relationships with colleagues and students	E	AF, I
Ability to work constructively as part of a team, understanding school roles and responsibilities including own	E	AF, I
Verbal and written communication skills appropriate to the need to communicate effectively with colleagues and students	E	AF, I
Good standard of literacy and numeracy skills	E	AF, I
Ability to absorb and understand a wide range of information	E	AF, I
Ability to maintain accurate records and filing systems	E	AF, I
Health and safety training	D	AF, I
Personal qualities/skills		
Communicate effectively with staff and students	E	AF, I
Teamwork and the sharing of best practice	E	AF, I
Ability to show initiative	E	AF, I
Recognise capability and not afraid to seek advice from others	E	AF, I
Values and Behaviours		
The Wardle Way:	E	AF, I



<p>W - Well-being</p> <p>A - Ambition</p> <p>R - Respect</p> <p>D - Diversity</p> <p>L - Leadership</p> <p>E - Excellence</p> <p>Please confirm that you are willing to adhere to these values</p>		
Special Working Conditions		
First Aid training and provide first aid cover as necessary	D	AF, I
Full Driving licence	D	AF, I
All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment	E	AF, I
You will be expected to work outside normal working hours to participate in duties. For example supporting at Open Evenings and other out of hours school events as and when required	E	AF, I

