

# Job Description

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**Job Title:** Technician (Science)

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**Location:** Wayland Academy

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<b>Job title</b>	<b>Technician (Science)</b>
<b>Salary Scale</b>	<b>Support Scale D</b>
<b>Hours of Work</b>	<b>Part time - 25 hours per week</b>
<b>Weeks Worked</b>	<b>Term Time + 1 (39 weeks)</b>
<b>Responsible to</b>	<b>Head of Science</b>
<b>Location</b>	<b>Wayland Academy</b>

#### **Main purpose of the role**

- In accordance with practices and procedures of the school, ensure that a safe, effective and efficient laboratory technical service is provided for the use of pupils and teaching staff. To provide technical advice and assistance in the classroom to support pupils and assist teaching staff with learning activities

#### **Other Job Information**

- The successful candidate will need to be confident working independently but it is essential that they are also able to work effectively as part of a team. There will be a need for preparation and support for lessons at KS3 and KS4 (GCSE). A background in Chemistry would be of benefit but is not essential as well as laboratory experience.
- Work as part of a team of technicians across the trust with a substantial breadth of duties across a number of different subject / curriculum areas and makes an effective contribution to implementing learning activities / work programmes.

#### **Organisational relationships**

- Responsible to Head of Science

#### **Principal accountabilities and responsibilities**

<b>Provision of practical facilities and resources</b>	<ul style="list-style-type: none"> <li>• To prepare and assemble apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials.</li> <li>• When requested by teaching staff, to demonstrate the use of different equipment and materials with particular regard to safety, including providing technical advice, assistance and supervision to pupils during practicals, project work and assessments.</li> <li>• To advise teachers, when required, particularly those teaching outside the specialism, being re-trained or on probation.</li> <li>• To install, test and calibrate both existing and new equipment.</li> <li>• Where applicable, assist the teacher with practicals, delivery of work programmes / lessons and assessments within the specialist area.</li> <li>• To check that all practical work is risk assessed by the teacher requesting the practical.</li> </ul>
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<b>Construction and development of apparatus and equipment</b>	<ul style="list-style-type: none"> <li>• To construct and devise equipment to meet the changing needs of practical programmes, including the manufacture of teaching aids. To adapt apparatus and basic storage facilities.</li> <li>• At the request of the teaching staff, to provide practical advice and safety instructions to pupils.</li> <li>• To construct and maintain the plug-in peripheral equipment for computers and electronic measuring devices</li> </ul>
<b>Maintenance of departmental facilities and resources</b>	<ul style="list-style-type: none"> <li>• To ensure that equipment, materials and apparatus, including teaching aids, are maintained in a serviceable and safe condition.</li> <li>• To undertake repairs when necessary and, where applicable, recommend or arrange outside repairs, replacement or maintenance.</li> <li>• To ensure that any scientific debris or hazardous materials / spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others. To deal with spillages / emergencies during practical activities.</li> <li>• To ensure that gas and water taps are turned off, and that electrical connections, chemical solutions and other materials are left stored in a safe and secure condition, ready for reuse.</li> <li>• To monitor the condition and stock levels of all apparatus, reagents and materials with regard to shelf life, safety and economy by undertaking regular checks.</li> <li>• To diagnose faults and take necessary action accordingly, including proposing alternatives for damage / faulty equipment.</li> <li>• To ensure that appropriate levels of stock are maintained to meet the requirements of the department.</li> <li>• To ensure that residues and outdated stock are disposed of in a safe, efficient manner.</li> <li>• To set up living resources to reflect curriculum needs and to ensure that they are maintained in a safe, healthy condition for observation and experimental purposes. Where necessary, to collect live material and undertake any required breeding programmes.</li> <li>• To maintain all safety equipment used by technicians, teaching staff and pupils to the highest standard</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• Where applicable, to supervise one or more Assistant Technicians, giving advice and guidance and on an occasional basis, to assist with technical staff induction.</li> <li>• To provide scientific assistance and advice when plumbers or others are working on the waste disposal or plumbing systems within the laboratory.</li> <li>• To liaise with external agencies such as suppliers and manufacturers regarding the provision, installation and repair of equipment, furniture, etc.</li> <li>• Where applicable, to undertake administrative tasks associated with the post, including stock recording, ordering, etc.</li> <li>• To be aware of, and to comply with, all departmental / school instructions and procedures relating to health and safety at work and</li> </ul>

	<p>to recognise the main responsibilities required under the Health and Safety at Work Act 1974 and associated legislation</p> <ul style="list-style-type: none"> <li>• To contribute to safe working practice in preparation / storage / teaching areas.</li> <li>• To maintain an up-to-date knowledge of technical development in the field.</li> <li>• To undertake general tasks according to the needs of the department such as maintenance of laboratories, preparation of store rooms, transporting supplies, reprographics duties, preparation of audio / visual material as required by departmental teaching staff, etc</li> <li>• Duties which have a very substantial and effective contribution to assisting with learning activities / work programmes.</li> <li>• To positively support and implement school policies, procedures and development plans.</li> <li>• To undertake any other duties or responsibilities within the scope of the post as determined by the Principal or Line Manager</li> </ul>
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### Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

### Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

### Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

### Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that

of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.**

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Good numeracy/literacy skills</li></ul>	
Experience	<ul style="list-style-type: none"><li>• Scientific background, previous experience as a lab technician</li></ul>	
Skills, Knowledge	<ul style="list-style-type: none"><li>• Ability to work on own initiative</li><li>• Able to build good working relationships with stakeholders, working well with children and adults</li><li>• Ability to work constructively and flexibly as part of a team</li><li>• Ability to work well under pressure</li><li>• Can meet deadlines by effective planning and time management</li><li>• Calm and courteous approach</li><li>• Good communication skills, both written and spoken</li><li>• Participate in development and training opportunities</li></ul>	

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Signature .....

Date .....

Name .....