



## **Job Description**

<b>Job Title:</b>	Science Technician
<b>Location:</b>	Greensward Academy
<b>Hours of work:</b>	37hours per week, 39 weeks per year
<b>Reports to:</b>	Senior Science Technician Director of Science

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### **Overall Responsibilities:**

The role of the technical staff is to support teachers in the provision of a high quality education for all pupils, assisting them in the attainment of school and departmental aims. Technicians should be aware of school policies, especially those relating to health and safety, pupils and staffing. They should have an understanding of legal requirements relating to the use of scientific equipment and materials; especially those which represent a potential risk to students and staff.

### **Main Duties:**

- 1.1 To ensure the efficient preparation and organisation of equipment for lessons as required.
- 1.2 To clean equipment and laboratories after each lesson and any chemical spillages when they occur.
- 1.3. To ensure safe storage and use of laboratory equipment.
- 1.4 To support teaching staff and pupils during lessons and also to assist supply teachers in the setting up of equipment.
- 1.5. To assist in preparing lesson materials in other departments as required.
- 1.6 To refer stock requirements to the Senior Science Technician
- 1.7 Undertake routine photocopying of worksheets when required.
- 1.8 To report to the Senior Science Technician any potential health and safety hazard e.g. gas or fume problems that may occur.
- 1.9 To assist in ensuring the safe conduct of pupils in the department.
- 1.10 To safely dispose of waste chemicals and biological materials.
- 1.11 To administer remedial first aid as required.
- 1.12 To carry out basic safety checks.
- 1.13 To repair, maintain and if required construct or arrange the construction of equipment as required.

- 1.14 To check materials before and after lessons.
- 1.15 To advise teachers about problems with apparatus.
- 1.16 To ensure standard risk assessments are issued with equipment.
- 1.17 To take particular responsibility for areas as designated by the Senior Science Technician.
- 1.18 To undertake such other duties as may be reasonably required, having regard to the purpose and grade of the post.

### **Other Clauses**

- 1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
- 2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- 3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- 4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
- 5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
- 6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
- 7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

## Person Specification

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications &amp; Experience</b>		<ul style="list-style-type: none"> <li>GCSE / A Levels in Chemistry</li> </ul>	<ul style="list-style-type: none"> <li>Chemistry Qualification</li> <li>University graduate</li> </ul>
		<ul style="list-style-type: none"> <li>Good levels of literacy &amp; numeracy</li> </ul>	<ul style="list-style-type: none"> <li>Has some understanding of a school environment</li> </ul>
		<ul style="list-style-type: none"> <li>Right to work in the UK</li> </ul>	
		<ul style="list-style-type: none"> <li>Experience of working with children</li> </ul>	
		<ul style="list-style-type: none"> <li>Knowledge of Microsoft Office – MS Word and MS Excel</li> </ul>	
<b>Behaviours</b>			
	Skills/Abilities	<ul style="list-style-type: none"> <li>Good communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of safe science practices</li> </ul>
		<ul style="list-style-type: none"> <li>Ability to work as part of a team</li> </ul>	
		<ul style="list-style-type: none"> <li>Ability to learn and acquire new skills</li> </ul>	
	DBS (CRB)	<ul style="list-style-type: none"> <li>This post is subject to receipt of a Disclosure and Barring Service Certificate</li> </ul>	
	Special requirements	<ul style="list-style-type: none"> <li>Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> </ul>	
	Other	<ul style="list-style-type: none"> <li>Attention to details</li> </ul>	
		<ul style="list-style-type: none"> <li>Excellent organisational skills</li> </ul>	
		<ul style="list-style-type: none"> <li>Ability to be methodical and carry out tasks</li> </ul>	
		<ul style="list-style-type: none"> <li>Ability to work under pressure</li> </ul>	
		<ul style="list-style-type: none"> <li>Ability to be self – motivated</li> </ul>	

		• Flexibility	
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