

Job Description and Person Specification

Post Title	Science Technician
Salary/Grade:	Scale 4 Scale point 18-21
Academy:	Rivers Academy West London
Reporting To:	Science Coordinator
Disclosure Level:	Enhanced
Hours of Work:	26.25/36 hours a week term time based (39 weeks)
Leave:	Annual leave starts at 24 working days for a full year, based on a 5-day working week in addition to Bank/Public Holidays.
Core Purpose:	
The core purpose of the role is to support the Science team with the delivery of practical work and other resources.	
Main Duties:	
<p>Maintain the delivery of resources to the Science Department, including:</p> <p>Ensuring teachers are notified well in advance if there is a difficulty with their resource request.</p> <p>To prepare and set up equipment and materials for any of the three subject areas ready for use in accordance with manufacturer's instructions and the requirements of teaching staff in the appropriate laboratory.</p> <p>To prepare and make resources, teaching aids and demonstration models for use in the teaching areas, including all aspects of any new Schemes of Work.</p> <p>To provide technical advice and assistance to teachers and to assist teaching staff with the general running of practical work sessions in a non-teaching capacity.</p> <p>To ensure that all equipment and materials are stored safely and to dispose of used chemicals in a safe manner as well as ensuring that hygiene and health and safety standards are maintained in the laboratory and preparation areas.</p> <p>To undertake basic maintenance and cleaning of equipment and to assist in organising its servicing and repair as required in accordance with manufacturer's instructions.</p> <p>To operate a safe and secure system for the storage and racking of equipment and materials ensuring that they are maintained in good condition and readily available for issue.</p> <p>To assist in maintaining appropriate records, statistics and filing systems in accordance with stated requirements.</p> <p>To undertake safety checks as required and comply with the requirements of Health and Safety, COSHH and other relevant legislation</p> <p>To clean and make safe spills, breakages and related incidents that requires careful handling.</p> <p>To remove all used/broken glassware from laboratories and ensure that equipment trolleys are fully stocked with clean equipment.</p> <p>To support the Science department with ensuring resources are prepared for all assessments and lessons.</p> <p>To ensure all laboratories are clear at the end of the school day and are prepared for the first lesson</p>	

the following next day.

General Responsibilities

- To work flexibly - this may include evenings, open days, parents' evenings and possibly weekends. This may also involve cover across the wider team in times of need.
- To be available to assist and undertake break duties.
- To participate fully in Staff Appraisal according to the Academy requirements.
- To participate in training and other learning activities and performance development, as required.
- To work safely, consider the safety of others and work within the guidelines stated in the Academy Health and Safety Policy.
- To comply with all decisions, policies and standing orders of the Academy; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- To have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedures.
- To contribute to the overall ethos/work/aims of the Academy and the Trust.
- To appreciate and support the role of other professionals.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To respond to requests in a timely manner and in line with set deadlines.
- To undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



Person Specification

Assessed by application (A)

Assessed by the recruitment process (R)

Criteria	Essential	Desirable
Qualifications and Education		
A good standard of education, e.g. 5 GCSEs at A*-C including English and Maths, or equivalent.	A	
Experience		
Experience in a scientific practical environment		AR
Experience of prioritising workloads, time management and dealing with conflicting priorities for themselves	AR	
Experience of working in a school, academy or other educational based background.		AR
Skills and Abilities		
The ability to provide technical support to the Science department	AR	
The ability to set up practical equipment to support the Science department	R	
High level of accuracy when preparing practical resources	R	
Competent in use of IT, in particular telephony and emails	R	
Flexible, proactive, positive approach to work	R	
Ability to demonstrate a high level of trust and integrity	R	
Knowledge		
Knowledge of child safeguarding procedures		R



Criteria	Essential	Desirable
Knowledge of schools and education		R
Knowledge of legislation regarding health and safety procedures		AR