

THE BUSHEY ACADEMY

JOB DESCRIPTION AND PERSON SPECIFICATION

Science Technician

Post: Science Technician
Responsible to: Senior Science Technician
Responsible for: N/A
Grade: H4, Scale Point 17-20
Pro Rata Salary Range: £16,591.90 – 17,557.90 (inclusive of Fringe Allowance) pa
Contract Type: Permanent, Term Time, plus 1 Week (39 weeks per year)
Hours: 37 hours per week

JOB OVERVIEW

- To provide technician support to all members to the Science Department
- To facilitate learning in the Science practical areas by working with staff and students
- To assist in classroom/laboratory lessons, working with students
- To provide equipment, apparatus and materials to support learning at Key Stages 3, 4 and 5
- To promote healthy and safe working practices and environment
- To ensure there is equality of opportunity for all pupils and staff

Key Responsibilities:

1. Provision of Technical Support

- To assist in the setting up, maintaining and demonstrating practical work to support effective delivery of lessons in liaison with the Senior Science Technician and Head of Science
- To prepare standard solutions, etc, purifying chemicals, treating waste, etc
- To assist with maintaining and developing teaching resources and aids, displays and materials
- To ensure general maintenance (including cleaning and routine repairs) of apparatus and equipment, and basic maintenance of laboratory services and facilities, to a high standard, reporting faults to the Senior Science Technician or Caretaker as appropriate
- To prepare and set up resources for practical lessons, clear away after, including the reclamation of parts and materials as necessary, and clean and check glassware and apparatus
- To provide relevant advice and guidance to staff and students and support practical demonstrations
- To assist teaching staff, as directed, in preparatory work for practical assessments and provide support for open days and other relevant events
- To set up and maintain living, plant and animal resources in a safe and appropriate manner

2. Health & Safety

- To keep up to date with health & safety requirements and developments in practical Science and undertake activities in accordance with Health & Safety guidance (eg COSHH)
- To provide health & safety advice to other technical staff, teachers and students, according to CLEAPSS guidance
- To ensure the safe treatment and disposal of used materials

3. Other Duties and Accountabilities

- To attend relevant courses and identify training needs and developmental opportunities
- To keep up to date with health & safety requirements and changes to support and provision within an educational context.
- To attend department and other meetings which relate to the effective delivery of technical support
- Be aware of and comply with policies and procedures relating to inclusion, child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the relevant member of senior management
- Ensure compliance with your responsibilities as laid out in the academy's policy covering equal opportunities and take an active role in promoting equality and diversity
- Promote the academy's ethos of being 'proud to belong' , support our commitment to providing a caring and stimulating environment, and improving standards for all students
- Undertake all other reasonable duties are requested by the Principal.

Date: _____

Name and Signature (Postholder): _____

Name and Signature (Line Manager): _____

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

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified. This job description is current but, following consultation with you, may be changed by the Principal to reflect or anticipate changes in the post which are commensurate with the salary and job title.

The Bushey Academy

Person Specification

Post Details: Science Technician

Scale: H4

Education, Qualifications and Experience	Essential	Desirable
Certificate in Laboratory Technical Skills or Equivalent		✓
Five or more GCSE Grade C or equivalent including English, Mathematics and Science	✓	
Knowledge of relevant Health and Safety legislation within an educational setting		✓
Knowledge of COSHH and ESCC regulations in relation to the safe handling and usage of hazardous equipment and tools		✓
Experience of providing technical support at Key Stage 3, 4 and 5		✓
Skills & Abilities		
Ability to offer guidance and assistance to students and teachers on the practical aspects of the Science curriculum		✓
Ability to effectively identify work priorities and manage own workload	✓	
Ability to carry out risk assessments in relation to laboratory work	✓	
Ability to maintain a range of tools, equipment and apparatus	✓	
An ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.	✓	
Ability to prepare equipment and materials for lessons, as requested by the teaching staff		✓
Ability to design, develop and maintain specialist resources		✓
Confident and capable in the use of ICT to support teaching and departmental administration, including knowledge of Microsoft Word, Excel and Outlook		✓
Personal Qualities		
Able to establish positive relationships with all students and staff	✓	
Able to demonstrate good interpersonal and communication skills	✓	
Excellent organisational skills	✓	
Able to be flexible and use your own initiative	✓	
Able to work calmly under pressure	✓	
Able to work well in a team	✓	
Qualified First Aider and relevant health & safety qualification		✓
Enthusiasm, energy and commitment	✓	
A commitment to safeguarding & promoting the welfare of children and young people	✓	
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	✓	
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	✓	
Excellent punctuality and professional conduct	✓	
List 99/Enhanced DBS Checked		✓