**WARWICK INDEPENDENT SCHOOLS FOUNDATION**

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**JOB DESCRIPTION**

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| **Post Title** | Science Technician |
| **The organisation** | Warwick Independent Schools Foundation is the Governing Body for Warwick School, Warwick Preparatory School and King's High School for girls. The Schools aim to provide outstanding, all-round education that helps each pupil to maximise their potential. The Foundation supports the Schools and Governors to attain excellence in education and school life by providing central management for facilities, finance, health and safety, human resources, governance and commercial services. The three school sites are within walking distance of each other making the management of our support services, visits between schools and joint activities easy to accomplish. The Foundation currently employs approximately 650 teaching and support staff. |
| **Grade/Working Weeks and Hours** | 37 hours per week and Term Time Only for 35.4 working weeks per year.  Plus during the school holidays there will be a rota for caring for the department animals (including reptiles) shared amongst all the technicians. Payment for this duty will be at normal hourly rate and claimed via a timesheet.  Working hours will be Monday to Friday and it is expected that the finish time will not be before 4.30pm. Actual working pattern within these parameters will be discussed at interview.  Salary points 13 to 16. Annual incremental progression based on successful attainment of targets and performance rising to a maximum of point16.  The working weeks will be 35.4 (177 days) per academic year, which includes four INSET days. Dates to be worked will be agreed annually with management.  There may be occasions when additional hours will need to be worked for events such as Open Evenings/Mornings periodically throughout the academic year, which can be held on Saturdays or evenings. |
| **Salary** | The full time salary range for 37 hours per week and all year round would be £17,005 to £18,537. As this post is part time and term time only the actual salary range is £13,558 to £14,779.  This annual salary includes an allowance for holidays and whilst the post holder will work for 35.4 term time weeks per year the salary paid is for a total of 41.46 weeks per year. |
| **Reporting Lines** | This post reports to the Lead Senior Department Technician who is the Team Leader for all the Technicians across the three science teams.  The post holder on appointment will work within all three science departments (Biology, Chemistry and Physics). During any given term, the post holder will be based within one department, which will change on a rotating basis.  The Science Technician will work with all members of the wider Science Department and pupils from Year 7 (age 11) to Sixth Form (age 18). Plus PGCE teaching students and Newly Qualified Teachers (NQTs). |
| **Duties** | The Science Technician will be allocated working hours that work across all three sciences depending on the needs of the science teams at different points within the academic year. |
| **Location** | This role works at Warwick School |
| **Date of JD** | 09/11/16 |
| **Purpose of this Job Description:**  The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance. | |

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| **Key Accountably:**  Support teaching staff in the teaching and learning of pupils by providing all the required technical support to enable the science laboratories to function effectively whilst adhering to correct procedures and Health and Safety (H&S) guidelines. |

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| **Key Responsibilities:**   1. To enable the planning of practical work by maintaining planning and Scheme of Work systems with each science Head of Department. 2. To resource, prepare and recover scientific apparatus and equipment from demonstrations and class practical work and all assessed practical work in accordance with specifications. 3. To organise, in conjunction with other staff, the maintenance of equipment and facilities across the three sciences ensuring equipment is in good working order, either by repairing it or arranging a specialist repair and undertaking periodic safety checks of equipment in the laboratory. 4. To organise safe storage and cataloguing/database of chemicals, equipment and stock within the science departments. 5. To prepare and maintain stock solutions, including those made from concentrated acids, alkalis and other potentially hazardous chemicals, safely and appropriately. 6. To prepare teaching resources, DVDs, games, activities etc. 7. To undertake Portable Appliance Testing of equipment on a yearly basis. (Training will be given where necessary.) 8. To offer technical support within a practical lesson where necessary. 9. To help research subject topics where needed e.g. practicals for new areas of work. 10. To maintain and update exam paper storage for both GCSE and A Levels. 11. To liaise with other Technicians and members of the Science Faculty, where appropriate, in the sharing of equipment and facilities for use in delivering science lessons. 12. To support the relevant science Head of Department and Lead Senior Department Technician with the smooth running of the science departments, as required. 13. To check the fulfilment of all orders on delivery. 14. To be prepared to engage in regular and ongoing professional training. 15. To be aware of, and up to date with, the latest Health and Safety advice and information for Scheme in Education as detailed by organisations such as CLEAPSS, ASE etc. (including the reading of CLEAPPS bulletins). 16. To safely dispose of chemicals, including concentrated acids, alkalis, hazardous chemicals and other hazardous substances, including microbial cultures, dissection and animal waste, in line with current regulations. 17. To make appropriate Risk Assessment sheets available for key lessons. 18. To maintain high levels of organisation in the prep room and with teaching resources. 19. To maintain displays and posters in coordination with the relevant science Head of Department. 20. To provide care and supervision of the animals, including reptiles, during school holidays (rota system with other Technicians). 21. To share responsibility for day to day care of the departmental animals, including reptiles, during term time, when working within Biology. |

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| **Safeguarding and Protection of Children and Young Persons**  In accordance with the **Children’s Act 1989**, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS). These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children. |

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| **Health and Safety:**  As an employee you are expected:   1. To take reasonable care of your own health and safety. 2. To take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work. 3. To co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies. 4. To not interfere with or misuse anything that has been provided for your health, safety or welfare. 5. To report any injuries, strains or illnesses you suffer as a result of doing your job. 6. To tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury). 7. To tell your employer if you take medication that makes you drowsy, if you drive or operate machinery.   **Particular H&S issues for this post are:**   1. To deal with biohazards, spillages, broken glass, concentrated acids and alkalis, glass bending etc. 2. To be vigilant at all times when pupils are present. 3. To record and maintain accurate records of data required for the Control of Substances Hazardous to Health (COSHH) regulations and risk assessments for the safe use of any equipment or materials. |

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| **Person Specification** | |
| **Essential Criteria** | **Desirable Criteria** |
| **Qualification** | Completed a broad education including GCSE grade C and above in English Language and Maths (or equivalent) | Completed a relevant Science qualification such as ‘A’ Level (or equivalent) |
| **Experience and Knowledge** | Interest in laboratory work  Some knowledge of laboratory health and safety issues | Experience of working within an education environment  Strong scientific grounding  Hold a recognised IT qualification such as basic level Computer Literacy and Information Technology (CLAIT) or European Computer Driving Licence (ECDL)  Care of animals |
| **Skills/Abilities** | Some knowledge and understanding of Biology, Physics and Chemistry  Good ICT skills – confident in the use of Word, Excel, databases, email and internet  Strong interpersonal skills with the ability to articulate and communicate clearly in a professional manner, including the ability to relate well to children and adults on all levels.  Ability to act within and contribute to a positive and healthy team  Effective organisational and time management skills  Able to remain calm under pressure, work to deadlines and manage competing priorities |  |
| **Aptitude** | Naturally self-motivated and able to use initiative to ensure tasks are completed  Naturally demonstrates a ‘can do’ helpful attitude  Completely flexible ‘to float’ between different science departments as required. |  |
| **Circumstances** | Comfortable with cleaning and feeding animals such as snakes, mice, turtles, fish chameleon etc.  Able to work flexibly and adjust working hours from time to time to assist with public examinations, plus support for wider school functions and open events from time to time and holiday animal rota. |  |
| **Safeguarding Children, Young People and Vulnerable Adults** | Understands their role in the context of safeguarding children, young people and vulnerable adults  Ability to form and maintain appropriate relationships and personal boundaries with children and young people |  |
| **Equal Opportunities** | Understanding of the requirements of Equality and Diversity |  |

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| **Declaration**  I have received a copy of this job description and undertake to carry out the duties as described.  Employee Signature ……………………………………………….. Date ………………….  Print name ……………………………………………………………………………..………….. |