

CITY OF LONDON ACADEMY – ISLINGTON JOB DESCRIPTION

Title of Job:	Science Technician
Hours of Work:	36 hours per week, term time only
Salary:	Scale 4 (points 18-21) £21,546 - £23,610 pro rata (Actual salary £18,594.20 - £20,375.43 per annum)

PERSON REPORTS TO: Curriculum Leader for Science

PURPOSE OF JOB:

To work as a member of a team providing technical services to science teachers. Provide technical support services to Science learning and provide in-class learning support for students.

EQUAL OPPORTUNITIES

COLA-I has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

DUTIES AND RESPONSIBILITIES:

1. Liaising with science teachers in the planning of science lessons.
2. Preparing laboratory resources as required for the planned lessons.
3. Photocopying resources as needed for lessons.
4. Preparing all laboratory practical requirements and delivering them to the appropriate laboratory.
5. Setting up apparatus and equipment as required.
6. Retrieving and clearing away of apparatus and equipment, including plant and animal collections.
7. General maintenance and cleaning of apparatus and equipment.
8. Repairing of apparatus and equipment as personal expertise permits.
9. Helping to maintain high standards of health and safety within the science department.
10. To carry out risk assessment and advise teachers as appropriate.
11. To be the radiation supervisor.
12. All other activities, which can be reasonably expected, to maintain and improve the quality of teaching and learning in the science department.

Other Duties:

1. Such other duties, within the competence of the postholder, which may reasonably be required from time to time.

Standards/ Quality Assurance and Additional Responsibilities

- Support extended day activities to enhance pupils learning experiences.

- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos of the Academy.
- Uphold the Academy's staff code of conduct.
- Participate in staff training and development.
- Attend team and staff meetings.
- Develop links with Governors, LAs and neighbouring schools/ Academies.

Key Organisational Objectives

- The post holder will contribute to the Academy's objectives in service delivery by:
- Following health and safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- At all times operating within the Academy's equalities policies demonstrating commitment and contribution to improving standards of attainment.
- Implementing quality assurance initiatives.
- Contributing to the maintenance of a caring and stimulating environment for young people.

Conditions of Service:

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service:

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This post is subject to an enhanced Disclosure and Barring Service check.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

Date of issue:

Signature of Post holder:

Signature of Principal:

Person Specification - Science Technician

	Essential	Desirable
Qualifications		
BTEC Certificate, two A levels or equivalent science qualifications	✓	
Experience		
Experience of working within a similar role		✓
Experience of working within a scientific laboratory environment		✓
Experience of working with young people in an educational setting		✓
Knowledge, Skills and Ability		
Ability to maintain stock records.	✓	
General knowledge of science including preparation needed for practical classes.	✓	
Knowledge of laboratory equipment and its uses and of materials and their safe handling and storage.	✓	
Awareness of the Health & Safety regulations relevant to a chemical laboratory environment.	✓	
Ability to assist in the organisation, maintenance and storage of chemicals and equipment.	✓	
Ability to pre-plan for the provision of equipment/apparatus as required by teachers.	✓	
Ability to communicate effectively with staff and students.	✓	
Good literacy and communication skills	✓	
General		
Motivation to continually improve and maintain high standards	✓	
Ability to demonstrate and promote the Academy's commitment to safeguarding and equality and diversity	✓	