

Job Description

Science Technician

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Purpose:	To provide technician support to teaching staff and students for all science work at the Trust.
Job Title:	Science Technician
Location:	Kimberley College
Reporting Line:	Senior Science Technician
Hours:	35 hours per week term time only (part time hours will be considered)
Salary:	Level 3D (Point 18 -21)
Line management responsibility for:	N/A
Principal Accountabilities/Responsibilities	<div> <div> Prepare apparatus, materials and solutions (both hazardous and non-hazardous) and set up/check/issue equipment and apparatus for use in practical classes, assessments and examinations. Set up demonstrations. Retrieve and clear away chemicals, apparatus, etc. </div> <div> Dispose of hazardous and non-hazardous waste laboratory materials, as directed by the Senior Science Technician and in accordance with established guidelines. </div> <div> Assist teaching staff by demonstrating experiments and/or equipment to individuals or small groups. Provide technical advice and assistance to teaching staff and students regarding the availability and use of equipment. </div> <div> Participate in the development of practical activities, including basic construction and modification of apparatus, trialling practical work and providing feedback. </div> <div> Set up and maintain specialist resources, including plant and animal collections. Collect specimens in the field for laboratory use. </div> <div> Maintain and clean apparatus and equipment. Report faults to Senior Science Technician, or to Director of Science and/or Estates Staff as appropriate. Participate in the organisation and safe storage of equipment, materials and apparatus, as required. </div> </div>

Maintain stock levels of basic laboratory consumables, chemicals and reagents, notifying the Senior Science Technician of shortages. Participate in stock checks.

Making local purchases for the department and keeping appropriate petty cash records.

Assist in co-ordinating the use of resources and facilities.

Maintain satisfactory standards of safety and security within the technician service, in accordance with departmental guidelines, Trust policy and relevant legislation.

General

Maintain confidentiality at all times in respect of Trust related matters and to prevent disclosure of confidential and sensitive information.

Act as a First Aider

Undertake and deliver further training as required for your areas of responsibility.

Undertake any other duties of a similar level and responsibility as may be required

Wootton Academy Trust requires that all staff receive Safeguarding training, and have read and strictly adhere to the Trust's Safeguarding & Child Protection Policy.

Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	Educated to Level 3 standard in Science and Level 2 in English and Maths.	Level 3+ qualifications in Science. Level 3 Chemistry qualification.
Experience	To have worked in a laboratory environment	To have worked as a science technician in a school or college setting.
Knowledge & Skills	Chemistry knowledge to A level practical standard Good ICT skills Methodical, well organised and able to work using own initiative with the ability to prioritise. Ability to work effectively as a member of a team and also independently.	
Personal competencies and qualities	Enthusiastic and self-motivated Diplomatic, confidential and professional Willingness to be flexible to meet the needs of Wootton Academy Trust Commitment to personal development.	