

JOB DESCRIPTION

*Please note that the statements below are intended to describe the general nature and are not an exhaustive list of all duties and responsibilities.*

*The post holder’s responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the Academy’s Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the academy s/he must report any concerns to his/her Line Manager or the Academy’s Child Protection Officer.*

**POST TITLE: Science Technician**

**TERMS:** Permanent, Term Time only

**SALARY:** £18,000 - £20,000 per annum

**RESPONSIBLE TO:** Senior Science Technician

# Job Purpose

* To provide professional technical support to the Science Department.

**Main Responsibilities**

* To maintain a safe working environment for staff and students.
* To deputise for the Senior Science Technician (where applicable) in the event of temporary absence.
* To be responsible for ensuring that cover work, set by teaching staff, is placed in classrooms and that this is then collected, to be given to staff on their return. To ensure that subsequent requisitions are altered to take into account cover situations.
* To prepare materials and equipment as required by the departmental staff.
* To prepare practical lessons & examinations; setting out apparatus, cleaning away.
* To refill, label and clean laboratory reagent bottles, acids, alkalis, indicators, etc
* To make up stock solutions when required and regularly review labelling requirements of chemical stock.
* To assist the department staff with the delivery of practical lessons or demonstrate specialist techniques (ecology collecting methods, microbiology techniques, microscrope work); and under the instruction/guidance of the teacher to support students during practical work/demonstrations.
* To share good practice acquired from CPD with other technicians and teachers.
* To ensure rooms and equipment are kept clean and tidy and that safety regulations are met, including checking equipment for safety, cleaning and sterilising equipment and advising students on safety aspects of particular practicals. To maintain updateable stock recording system on computer.
* To assist with the creation of files and cataloguing of articles for student research and staff use.
* To assist with corridor and classroom display board upkeep.
* To record breakages and loans, in accordance with the academy policy, if appropriate.
* To provide assistance with clubs and project work within the department during contracted hours.
* To assist in devising and maintaining regular inventories of materials, books, and equipment and conducting regular stock takes.
* To assist in the management of Health & Safety within the department and ensure that Health & Safety requirements and other regulations are observed. This may involve undertaking regular risk assessments as appropriate to the work area.
* To liaise with the site staff regarding the maintenance of machinery in particular where there may be Health & Safety implications.
* To carry out routine checking of equipment, repairing faults and arranging for repair where this cannot be performed in-house.
* To attend departmental meetings and team meetings.
* To assist in the administrative support for the department.

***General Requirements***

* The post holder will be expected to carry out all duties in the context of and in compliance with all the academy policies.
* To be aware of and take part in the academy’s performance management framework and participate in training & development activities as required.
* To participate in personal and team reviews and meetings.

**Variation Clause:**

This is a description of the job as it is constituted at the date shown. It is the practice of the academy to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Line Manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

**Flexibility Clause:**

Other duties and responsibilities express and implied which arise from the nature and character of the post within the academy mentioned above or in a comparable post in any of the academy's other sections or departments.

**SCIENCE TECHNICIAN**

**PERSON SPECIFICATION**

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| **Area of Responsibility** | **Essential** | **Desirable** |
| **Qualifications** | GCSE including English, Maths and at least one science subject | A Level or Degree in a Science Subject |
| **Knowledge and Experience** | Able to prepare chemicals, biological material and physics equipment to specific requirements  Physically able to cope with moderate lifting and moving between three floors  Prepared to provide class practical demonstrations  Able to demonstrate enthusiasm and good subject knowledge | Experience of working in a school science department  Knowledge of CLEAPSS regulations; |
| **Personal Qualities, Skills and Abilities** | Able to work calmly and effectively with students  Computer literate, able to use IT based administrative systems.  Excellent interpersonal and communication skills  Flexible, adaptable, results orientated and able to prioritise, resilient under pressure.  Able to work under their own initiative  Able to work with personnel from all levels  Enthusiasm for and commitment to the achievement of the Academy’s overall vision. |  |