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| focus_logo_x  **Job Title: Science Technician**  **Focus School Kenley Campus** |

**JOB PURPOSE**

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| To provide technical support to teaching staff in the school laboratories, classrooms and preparation areas. |

**SAFEGUARDING**

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| The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  The post is subject to an enhanced DBS Disclosure (formerly CRB).  The successful candidate will share the whole school commitment, for safeguarding and promoting the welfare of children. |

**ACCOUNTABILITY AND PRINCIPAL CONTACTS**

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| Receive direction from and be accountable to the classroom teacher. Be expected to exercise some initiative and independent action.  Main contacts are with pupils, teachers, other teaching assistant staff and other adults working in the school. |

**DUTIES**

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| * Maintenance, preparation and cleaning or laboratory equipment * Organisation and maintenance of efficient storage systems for equipment, chemicals and materials * To prepare resources for lessons in conjunction with the teachers * To be responsible for the organisation, maintenance and safe storage of chemicals, equipment and materials in the laboratory * Stock Control including preparing lists of replacements as required in conjunction with the teachers * Set up practical where necessary * To be fully aware of CLEAPPS/COSHH and other regulations regarding the storage of chemicals * To check out expiry dates etc. regarding the chemicals and to dispose of any out of date materials in an appropriate way * To prepare dilution’s of chemicals for use in lessons and to maintain stocks of diluted chemicals * Willing to help pupils during lessons if required * To ensure all Health and Safety issues in the laboratory are given due regard * Reprographic work as required * To be responsible, as part of a whole school commitment, for safeguarding and promoting the welfare of children * Any other duties as would be reasonably expected of a member of staff |

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| A recognised laboratory technician qualification | E |  |
| Experience of working in a laboratory | E |  |
| Experience of working in a school laboratory |  | D |
| Have been educated to at least CSE/GCSE/O Level | E |  |
| The ability to communicate effectively with people at all levels | E |  |
| Be able to plan and mange tasks in a timely and effective manner and to work to specified deadlines | E |  |
| Be patient and be able to work with children of the age with which the post is concerned | E |  |
| Have experience of IT | E |  |
| A willingness to work in a flexible manner | E |  |

**ISSUED BY**

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| Focus Learning Trust  Issue date: October 2018 |