



Job description

Title of Post: Science Technician

Salary: Grade 3

Hours: 37 hours per week, term time only

Accountable and responsible to: Head of Faculty

Main purpose of the post:

To contribute towards effective teaching and learning by providing technical support to the Science Department.

Main duties:

- Preparing the materials, stock and standards solutions, specimens, and apparatus required for demonstrations and for practical work. Replenishing reagent bottles as necessary.
- Setting up and testing demonstration experiments and ensuring that they will work satisfactorily.
- Recovery of residues. Preparation of distilled/deionised water.
- Sterilisation of apparatus.
- Cleaning of apparatus (e.g. glassware) used by teaching staff
- Reporting items for repair, etc. to equipment and services.
- Maintaining apparatus and equipment in good working order, and carrying out repairs within the capabilities of the technician.
- To observe safe working practice in accordance with the school's Health and Safety Policy and COSHH guidelines
- Construction and/or modification of laboratory apparatus, including preparation/presentation of specimens.
- Testing new experiments, and assisting in devising new practical work.
- Safe disposal of biological and chemical residues and other waste material.
- Inspection, maintenance and correct use of safety equipment.
- When trained, first aid treatment of minor laboratory injuries.
- Operating laboratory documentation systems (cataloguing, filing, worksheets, etc.)
- Being responsible to the Head of Science for the maintenance and upkeep of the Science Laboratories, and advising on any improvements which can be made in this respect.
- Operating and administering stock control and ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries, co-ordinating common stock between sections.
- Maintaining a good stock of necessary materials for the construction of science apparatus. Keeping legal records (alcohol's, poisons, flammables, etc)
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Expectations and Values:

The Diverse Academies Learning Partnership is committed to continuous learning and teachers and support staff are expected to engage routinely in continuing professional learning and development.

In common with all who work in the school, the post holder will also be expected:

- To act as an ambassador for the school by supporting our values and expectations of learning.

- To be a significant presence and role model for students and staff.
- To follow and enact where necessary all relevant policies, procedures and guidelines including those agreed by DAT (Diverse Academies Trust).
- To contribute to school development through team planning and review meetings
- To work within the framework of national legislation and in accordance with the provision of School Teachers Pay and Conditions and all National Professional Standards, The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of service.

Additional:

- All staff have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.
- The contents and allocation of particular responsibilities/duties may be amended after consultation from time to time as part of a broader structural review.
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- DALP (Diverse Academies Learning Partnership) promotes the employment of disabled people and will make any adjustments considered reasonable to the above duties.
- All employment requirements, rights and benefits comply with DAT (Diverse Academies Trust).

Signature (Employee): Date:

Person specification

The following qualities are all deemed fundamental to the requirements of the post. The academy will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The academy is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
GCSE English, Maths and Science or equivalent	✓		App Form Interview References
A Levels or equivalent		✓	
Appropriate Health & Safety knowledge and experience		✓	
First Aid qualification		✓	
Be a Registered Science Technician (RSciTech)		✓	
Experience, knowledge and skills			
Relevant experience in a school science environment		✓	App Form Interview References
Health & Safety Procedures within a Science Laboratory environment		✓	
Understanding of COSHH regulations		✓	
Proficiency in using computers and other IT equipment	✓		
Proficiency in using Office software particularly Excel and Word	✓		
Ability to respond flexibly to the needs of the department	✓		
Ability to prioritise	✓		
PERSONAL CHARACTERISTICS			
Established interpersonal skills and a personable manner	✓		App Form Interview References
Calmness, patience and emotional intelligence	✓		
Commitment to regular and on-going professional development	✓		
Proven ability to work on own initiative	✓		
OTHER			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		
The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity	✓		