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| **Post Title:** | Science & Safety Technician (with Sixth Form support) |
| **Grade:** | Grade 4  |
| **Support Staff Framework Ref:** | C1225 |
| **Responsible to:** | Lead Science Technician |
| **Hours:**  | 37 Hours per week (term-time plus equivalent of 1.2 weeks) 8.00 a.m. – 4.00 p.m. |
| **Personnel Specification:**1. **Equal Opportunities:** The post-holder is expected to have a

 knowledge and awareness of the Academy’s Equal Opportunity Policy, and to implement its provisions in the execution of the post’s duties.1. **Experience and qualifications:** As appropriate to undertake the major duties of the post.
2. **Skills:** As appropriate to undertake the major duties of the post.

**Disclosure Level:** Enhanced |
| **Statement of Purpose:** To work under the direction and instruction of senior staff to provide general technical support to the Science Faculty.  |
| **Support to the Classroom*** Provision of support services to the teaching staff in organising requirements for their work.
* Preparation of materials to exact specification from stock as directed and clearing away equipment.
* Assistance to teaching staff with demonstration lessons and practicals.
* Oversight of specialised teaching areas, stores and/or preparation rooms and arrangements for maintenance and repair services to equipment and working surfaces.
* Assisting in the maintenance of safety standards in the Science Faculty
* Set up and try out experiments before lessons, assessments and examinations to ensure that they work.
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| **Support to Students*** Administration of coursework/worksheets etc.
* Provide support to Sixth form students during project work and identify needs for individual requirements and assist them in developing their project work.
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| **Administration*** Maintenance of stock and breakage records, catalogues and user manuals.
* Assist in the annual audit of stock.
* Ordering, receiving and accounting for new stock and equipment.
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| **Resources*** Assist with the development of resources.
* Operation of audio-visual equipment and arrangement for appropriate maintenance and servicing.
* Collect materials from Academy grounds and local suppliers.
* Prepare and make teaching aids as required.
* Assist in coordination of work requests to facilitate support by advising staff of clashes of equipment, rota situation or lab changes for fume cupboards etc.
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| **Health, Safety and Security*** Deal with emergencies in classes, breakages and spillages of chemicals.
* Have knowledge of microbiological techniques – sterilisation and disposal of contaminated materials.
* Take care of plants and any animals within the area.
* Maintain and clean any scientific apparatus on an annual basis.
* Check materials and equipment before and after use by class for quantity and damage.
* To be responsible for the safe storage of chemicals and apparatus in accordance with Staffordshire County Council Safety procedures.
* Actively contribute to the assessment, monitoring and review of both Health and Safety procedures and information resources.
* Carry out risk assessments for technical activities.
* Provide technical advice and support on Health and Safety issues to technical and teaching staff.
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| **Support to Academy*** Promote and safeguard the welfare of children and young peoples you are responsible for or come into contact with.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of, support and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the Academy.
* Establish constructive relationships and communicate with other agencies/professionals
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
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| **In addition*** To make suggestions to improve the ongoing effectiveness of non-teaching support
* To comply with the requirements of Health and Safety, or relevant legislation and Academy documentation
* To undertake any other reasonable duties within the overall function, commensurate with the grading level and responsibility, of the job
* To understand and comply with the Academy's Equal Opportunities Policy
* All support staff will work on INSET Days;
* Holiday leave will be in line with the policy for all support staff. Annual Leave cannot be taken during term time
* All staff are expected to work in a flexible and versatile manner as directed by their line manager
* Support the Academy’s Learning Agenda

To take part in a Performance Review system* To work within the requirements of the Safeguarding Children’s Policy.
* To have a responsibility for promoting and safeguarding the welfare of students.
* **Commitment to Safeguarding Children**
	+ Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:
	+ Having an awareness of school safeguarding policy and procedures regarding child protection
	+ Become aware of the signs and symptoms of abuse by attending relevant safeguarding training
	+ Understand and support the Academy by attending training relevant to current national safeguarding issues such as The Prevent duty, Child Sexual Exploitation, Female Genital Mutilation.
	+ Report all causes for concern to the Safeguarding team using detailed and accurate information.
	+ Ensure the safety of all pupils in the school learning environment both indoor and outdoor
	+ Being fully aware of and understanding the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
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| **Notes**a) The above responsibilities are subject to the general provisions of the appropriate conditions of service document and any Authority/ Governors' interpretation.(b) The detail of the duties will be determined following consultation with the post holder.(c) The Academy operates a no smoking policy on campus.  |

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the Academy’s performance and development review policy. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and the relevant trade union.

**Personal Specification**

**Science and Safety Technician**

**Grade 4**

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| **Essential Criteria** | **Measured by** |
| **Experience*** Experience in a related discipline
 | AF/I |
| **Qualifications/|Training*** Good numeracy and literacy skills.
* NVQ2 in Laboratory and Associated Technical Activities (LATA) Education or NVQ2 School support staff, or other appropriate equivalent qualification or experience.
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| **Knowledge/Skills*** Good standard of practical knowledge.
* Good understanding and ability to use relevant equipment/technology.
* Ability to work constructively as part of a team.
* Ability to relate well to children and to adults.
* Good organising, planning and prioritising skills.
* Methodical with a good attention to detail.
 | AF/I |
| **Behavioural Attributes*** Customer focused.
* Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
* Open, honest and an active listener.
* Takes responsibility and accountability.
* Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
* Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
* Is committed to the provision and improvement of quality service provision.
* Is adaptable to change/embraces and welcomes change.
* Acts with pace and urgency being energetic, enthusiastic and decisive.
* Communicates effectively.
* Has the ability to learn from experiences and challenges.
* Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills
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AF – Application form I – Interview

***Note 1:***

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated, these will include:***

* ***Motivation to work with children and young people.***
* ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
* ***Emotional resilience in working with challenging behaviours and***
* ***Attitudes to use of authority and maintaining discipline.***