



The Excelsior Academy

Job Description and Person Specification

Post: Science Technician

Remuneration: Scale 6 (Point 18 – 20) £31,400 - £32,386 per annum, (£34,770 - £35,862 FTE)

Status: Term time + 5 days, Permanent

Working hours: 08:00-16:00, 37.5 hours a week.

All members of staff are part of a professional team which supports the aims of the Academy. Colleagues should cooperate and be supportive in ensuring the smooth running of the school and, as members of a team, take responsibility for any child within the school community as necessary. Every colleague is expected to keep up to date and be engaged in continuous professional development.

Main Purpose of Post

- To provide professional technical support to the Science Department.

Main Responsibilities

1. To maintain a safe working environment for staff and students.
2. To deputise for the Senior Science Technician in the event of a temporary absence
3. 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.
4. To prepare materials and equipment as required by the departmental staff.
5. To prepare practical lessons & examinations, set out apparatus, clean away
6. To refill, label and clean laboratory reagent bottles, acids, alkalis, indicators, etc.
7. To make up stock solutions when required and regularly review labelling requirements of chemical stock.
8. To assist the department staff with the delivery of practical lessons or demonstrate specialist techniques (ecology collecting methods, microbiology techniques, microscope work); and under the instruction/guidance of the teacher to support students during practical work/demonstrations.
9. To share good practices acquired from CPD with other technicians and teachers.
10. 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.
11. To maintain an updateable stock recording system on the computer.
12. To assist with the creation of files and cataloguing of articles for student research and staff use.
13. To assist with corridor and classroom display board upkeep.
14. To record breakages and loans in accordance with the academy policy, if appropriate.
15. To provide assistance with clubs and project work within the department during contracted hours.
16. To assist in devising and maintaining regular inventories of materials, books, and equipment and conducting regular stock takes.
17. 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.
18. To liaise with the site staff regarding the maintenance of machinery, in particular where there may be Health & Safety implications.

19. To carry out routine checking of equipment, repairing faults and arranging for repair where this cannot be performed in-house.
20. To attend departmental meetings and team meetings.
21. 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.

Person Specification

Essential (E), Desired (D)

Qualifications

1. GCSE including English, Maths and at least one science subject (E)
2. A Level or Degree in a Science Subject (D)

Knowledge and Experience

3. Able to prepare chemicals, biological material and physics equipment to specific requirements (E)
4. Physically able to cope with moderate lifting and moving between three floors (E)
5. Prepared to provide practical class demonstrations (E)
6. Able to demonstrate enthusiasm and good subject knowledge (E)
7. Experience of working in a school science department (D)
8. Knowledge of CLEAPSS regulations (D)

Personal Qualities, Skills and Abilities

9. Able to work calmly and effectively with students (E)
10. Computer literate, able to use IT based administrative systems (E)
11. Excellent interpersonal and communication skills (E)
12. Flexible, adaptable, results-orientated and able to prioritise, resilient under pressure (E)
13. Able to work under their own initiative (E)
14. Able to work with personnel from all levels (E)
15. Enthusiasm for and commitment to the achievement of the Academy's overall vision. (E)

OUR COMMITMENT TO SAFEGUARDING

The Excelsior Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. All shortlisted applicants will be subject to an online search as recommended by government guidelines.

A Section 128 check will be carried out on individuals applying for any role that retains or has been delegated any management responsibilities under the terms of a direction made by the Secretary of State for Education.

OUR COMMITMENT TO EQUALITY

The Excelsior Academy is committed to promoting equality for all students and employees. Every individual will be treated with courtesy and respect and their contribution to the learning process will be valued.