



Science Technician

Job purpose:

- To provide laboratory and technical support for science teaching.
- To provide guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the school, and outside agencies.
- To promote and observe a healthy and safe working environment for the science departments.
- To ensure the science team is resourced, organised, and developed to meet the performance standards required by the department.
- To maintain the laboratories and preparation rooms and their contents.

Any safeguarding (child protection) concern or question must always be raised immediately with one of the Designated Safeguarding Team, or with the Headteacher.

Key responsibilities of a Science Technician will include

- Be responsible to the Lead Teachers of biology, chemistry, and physics in coordinating the use of, and development of, practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the school and outside organisations.
- Ensure that the science team is resourced, organised, and developed to meet the performance standards required by the department.
- Take a lead role in the design, development, and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance, and support to students & teachers on the practical aspects of the curriculum.
- Be responsible for setting up and monitoring systems used in the management and control of practical resources.
- Undertake the lead role within the science department on routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
- Arrange the collection of specimens for curriculum purposes.
- Ensure correct use and simple maintenance of audio-visual aids specific to the science department in consultation with relevant staff.
- Oversee the maintenance of specialist resources for the science department, including animal and plant collections, and observe Home Office regulations governing the same.

London Academy of Excellence named United Kingdom State Sixth Form College of the Year
in the Sunday Times Schools of the Year Awards 2015/16.

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Registered office: Broadway House, 322 High Street, Stratford, London, E15 1AJ.

- Work consistently and effectively with minimal supervision to appropriate standards and protocols.
- Manage and apply safe working practices.
- Apply knowledge of underlying concepts and principles associated with the area of work.
- Demonstrate effective and appropriate communication skills.
- Demonstrate an ability to work effectively with others.
- Recognise problems and apply appropriate scientific methods to identify causes and achieve solutions.
- Maintain and enhance competence in own area of practice through professional development activity.
- To be a Tutor.

Health & Safety

- Operate and monitor systems for the safe storage of equipment, apparatus, and materials, including chemicals.
- Arrange for the disposal of waste laboratory materials, including chemical and biological waste.
- Ensure satisfactory maintenance of laboratories, storage rooms and preparation rooms, and liaison on safety and relevant legal requirements.
- Oversee the provision of apparatus and materials for microbiological, radioactive, and chemical work, and compliance with COSHH regulations governing the same.
- Ensure that apparatus, equipment, and tools are appropriately maintained and issued.
- Provide advice and assistance to staff on safe working practices and problems relating to health and safety, in particular the use of apparatus and equipment.
- Ensure that standardised risk assessments are available and that all staff are aware of their location.
- Maintain a resource bank of safety information.
- Provide first aid treatment for minor laboratory injuries and maintain first aid equipment in laboratory areas.
- Oversee radiation protection as the appointed RPS (Radiation Protection Supervisor) within the school who will have responsibility for radioactive sources. Understand the basic principles of radiological protection and the relevant legal requirements.

Curriculum Needs

- Participate in the development of practical and technical facilities for the science department to meet teaching/learning needs, including assisting in planning the layout of new facilities and advice on specialised requirements in furniture, fittings, and services.
- Identify equipment needs in consultation with teaching staff and participate in the selection of new items. Advise on best-value suppliers.
- Maintain awareness of recent scientific and education developments. Advise teaching staff of the technical requirements raised by the curriculum and

identifying in conjunction with teaching staff the technical support needs generated by curriculum development.

General

- Be flexible within the broad remit of the post.
- Attend school events as required.
- Arrange and give training sessions to staff to ensure that they are aware of health and safety procedures and regulations.
- Attend training sessions and meetings as required.
- Ensure compliance within the school of data protection regulations.
- Following direction from line manager, to seek, consider, and act upon professional support and advice as required.

The role has the following additional responsibilities, in common with all staff at LAE:

- Creating an effective rapport and a sound relationship with all LAE students, earning their respect and trust but maintaining proper professional boundaries by not deliberately courting popularity or friendship;
- Contributing to the establishment and maintenance of a caring, positive, safe, and stimulating environment for each student at LAE;
- Prioritising at all times the safety and well-being of the students by following the welfare & safeguarding policies;
- Attending training days in reasonable proximity to the start or end of the LAE terms (usually, within four working days of the published term dates), and demonstrating a personal commitment to be fully up-to-date with training;
- Maintaining effective and harmonious professional relationships with colleagues, in particular by the retention of a sense of perspective and, on occasion, the invaluable ability to laugh at oneself;
- Looking after one's physical and emotional well-being, and not being reluctant either to ask for help or support, or to accept and reflect upon it when it is offered;
- Fulfilling any other reasonable duties, as requested by the Headteacher or the Business Director.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions may be reviewed to ensure they are an accurate representation of the post.

Child Protection

LAE is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers, and an enhanced DBS disclosure.

All employees must comply with the "LAE Safeguarding and Promoting Welfare of Children Policy." If in the course of carrying out the duties of the post holder

becomes aware of any actual or potential risks to the safety and welfare of our students, these concerns must be reported immediately in accordance with the policy.