**DT/Science Technician**

Job Description and Person Specification

Bishopsgate School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

*Title of Post:* Laboratory Technician

*Purpose of Post:* The Laboratory Technician will work as part of a team with teachers, teaching assistants and other support staff and play a crucial role in providing technical support to the teachers in charge of science and DT, contributing to students' learning experience by assisting with the preparation of materials and apparatus for practical work, innovating and creating new equipment.

*Status of Post:* This is a permanent full time role, term time only.

*Hours:* During published school terms (which include 1 or 2 in service training (INSET) days prior to the return of pupils) your normal hours of employment will be 08:30 – 16:30 Monday to Friday, and at such further times and for such periods as are necessary for the proper performance of your duties.

Responsible to: The Headmaster, through the Heads of Science and DT

# Key Accountabilities

### Play a vital role in the provision of high-quality science and DT teaching

### Be a good role model for the children of Bishopsgate, forging appropriate relationships with the pupils and observing the school’s policy on setting boundaries

### Help foster good relations with parents

### Work as part of a team with all other members of staff, helping promote good working relationships.

# Key Tasks

The following list of tasks serves to indicate the range of duties and level of responsibilities

Involved and is not intended to be exhaustive.

##  **General**

1. liaise with academic staff to discuss timetables, equipment requirements and work plans
2. support the work of teachers in class and be available to give technical advice to staff and students where appropriate
3. prepare, set up and check equipment including running trials of experiments prior to classes
4. maintain and repair or arrange for repair of any equipment
5. ensure that equipment is properly cleaned and appropriately stored
6. correctly dispose of waste materials
7. manage the stock control in both departments
8. ensure that all health and safety procedures are understood and followed correctly and ensure practices remain in line with current legislation and guidance
9. carry out risk assessments for practical activities
10. carry out health and safety checks within work spaces for both departments
11. keep up to date with developments in practical methodology requirements in both departments
12. routine administration requiring proficiency in the use of computer software including CAD, word-processing, spreadsheets and databases; and
13. any other task as may be required for the proper fulfillment of the role.

## **Science-specific tasks:**

1. ensure any chemicals used are risk assessed in accordance with CLEAPPS guidance
2. ensure correct disposal of any chemicals used

# Person Specification

## **Education and training:**

**Essential:** Minimum of A Levels or the equivalent in a science or technology subject

**Desirable:** Degree in a science or technology subject

## **Experience:**

**Essential:**

### experience of working with young people

### good understanding of laboratory safety

### experience with ICT

**Desirable:**

### experience of working in a school environment

### experience of handling chemicals and scientific equipment

### experience of scientific techniques in a technical setting

### workshop experience ideally gained in an industrial, mechanical, engineering or similar environment

## **Abilities and skills:**

**Essential:**

### a passion for Technology

### meticulous attention to detail

### effective interpersonal skills

### sound organisational skills

### understanding of the importance of Safeguarding

### punctual and with good time management skills

### good analytical skills

**Desirable:**

### ability to work in a team

### ability to communicate effectively with a range of people – pupils and teachers

### independent

### excellent written and oral communication skills

### good listening skills

## **Personality:**

**Essential:**

### enjoy working as part of a team

### supportive of colleagues

### patient

### empathetic

### flexible

### calm

**Desirable:**

### outgoing personality

### positive attitude and approach

### ability to understand and work with a range of different personalities

## **Physical:**

**Essential:**

### mobile and able to manage the physical demands of the role

### good stamina

# General Requirements

## adhere to and promote school policies, including those on safeguarding, equal opportunities and race equality

## comply with school policies and procedures with regard to conduct and dress

## participate in the evaluation of job performance through the Performance Management/Staff Appraisal scheme

## undertake such additional duties as may be consistent with the purpose of the post as defined in this job description

## undertake training appropriate to the role and keep up to date with new methods

# Salary and Conditions

 The conditions of the role are:

## Salary will be circa based on £14,500-£15,500 FTE (42.5 hours per week) dependent on qualifications and hours worked.

## This is a primarily term-time role for approximately 36 weeks of the year with the normal working hours being 08:30 – 16:30, Monday to Friday. However, the Laboratory Technician must be prepared to work outside these hours occasionally to meet the requirements of the post. Up to 8 days of work may be required during school holidays, not including the INSET programme at the start of each term.

## Attend relevant events to promote the school such as Open Days

## The School participates in a Contributory Pension Scheme for support staff

## Lunch is provided free of charge during term-time

## The School offers a Cycle to Work scheme for the purchase of a bicycle

## Any remuneration for significant additional hours predicted to be over and above those that can be typically expected at peak times in the school calendar should be agreed a minimum of a month in advance.

# Safeguarding and Child Protection

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School’s Designated Safeguarding Lead (DSL) or to one of the Deputy DSLs. All Bishopsgate staff must have an enhanced DBS disclosure. All staff are expected to read and abide by the requirements of the Compliance Folder which is available to all on the Google Drive.

# Health and Safety

All employees must be aware of the responsibilities placed upon them under the Health & Safety Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for pupils, visitors and staff.

# Data Protection

Bishopsgate School processes information about its current, past or prospective employees, applicants, current, past and prospective pupils, and their parents, carers or guardians and others who are defined as data subjects under the General Data Protection Regulations and the Data Protection Act 2018.

Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also be aware of and comply with the school's Data Protection Policy, which also provides information about how personal data about those individuals will be used.

The School takes the protection of all personal information extremely seriously and is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal information.

# Review of Job Description

## This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Headmaster.

## This job description will be reviewed at least once each year in the autumn term.

## Person Responsible: Bursar