

Wootton Academy Trust

Job Description Science Technician

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose:	To provide technician support to teaching staff and students for all science work at the Trust.
Job Title:	Science Technician
Location:	Kimberley College
Reporting Line:	Senior Science Technician and Assistant Head [Director of Science]
Hours:	35 hours per week term time only including 5 training days (part time hours will be considered) Monday to Friday: 08:30 – 16:00 including a 30-minute unpaid lunch break
Line management responsibility for:	N/A
Principal Accountabilities/ Responsibilities	<p>The preparation and assembly of apparatus and components for demonstration, class practical work, assessments and examinations.</p> <p>Assist Teacher(s), when requested, in carrying out risk assessments for demonstrations and practical lessons.</p> <p>To ensure equipment and electrical connections, chemical solutions and other materials are left/stored in a safe and secure condition, ready for re-use</p> <p>To undertake minor repairs and modifications when necessary and to assist in the construction of apparatus. Be responsible for the safe working of appliances</p> <p>Where applicable, to undertake reprographic duties and routine 'resource' tasks, as determined by the needs of the Science Department.</p> <p>To assist in maintaining records of apparatus, reagents and materials, including inventories and records of breakages.</p> <p>Report any misuse of tools, equipment and materials.</p> <p>To inform the teacher in charge of stock to be replaced/ordered. To pack/unpack and check apparatus and chemicals.</p>

Monitor and manage stock cataloguing resources and undertaking audits as required

To clean apparatus as directed and to clear out cupboards, drawers, etc. on a regular basis to monitor contents and condition of stock. To assist with stocktaking as required.

The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages, including the cleaning of glassware and other equipment.

Filing of paper resources on return to preparation room and duplication of resources as required.

To undertake general tasks within the Science Department such as portage and handyperson duties, including transporting supplies within the Trust, collection of materials locally, general maintenance of laboratories, preparation and store rooms.

Health and Safety and Compliance

To be aware of, and to comply with, all departmental/Trust instructions and procedures relating to health and safety at work.

To contribute to safe working practice in preparation/storage/teaching areas. Assessment of risks for technician activities.

Advising staff on safety issues and trialling practical work where necessary.

To assist in maintaining all safety equipment used by technicians, teaching staff and students to the highest standard.

To assist in the safe disposal of residues and outdated stock following approval and advice from Senior Science Technician or the Assistant Head [Director of Science]. Ensuring the safe storage of radioactive materials, chemicals and the disposal of chemical and microbiological waste.

To ensure that any scientific debris or hazardous materials/spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others. To deal appropriately with spillages during practical activities.

Helping to ensure that COSHH regulations are carried out in the department and that attention of staff is drawn to relevant health and safety guidance

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Maintenance of laboratories and preparation rooms to ensure a clean, safe and orderly environment, including simple maintenance work and the checking and maintenance of eye protection.

To assist in maintaining all living organisms in a safe, healthy condition for observation and experimental purposes. Where applicable, to assist in the collection of live material and required breeding programmes.

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Science Technician Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	Educated to Level 3 standard in Science and Level 2 in English and Maths.	Level 4 or above qualifications in Science. Level 3 Chemistry qualification.
Experience	To have worked in a laboratory environment. Experience of working within a team with specific responsibilities within that team.	To have worked as a science technician in a school or college setting.
Knowledge & Skills	Chemistry knowledge to A level practical standard. Good understanding of risk assessments and COSHH protocols for laboratory procedures in own work. Good ICT skills Methodical, well organised and able to work using own initiative with the ability to prioritise. Ability to work effectively as a member of a team and also independently.	
Personal competencies and qualities	Ability to learn quickly and have a flexible/ adaptable approach with a willingness to undertake any other duties of a similar level as and when required. Enthusiastic and self-motivated. Diplomatic, confidential and professional. Good organisational and time management skills. Willingness to be flexible to meet the needs of Wootton Academy Trust. Commitment to personal development.	