

JOB DESCRIPTION

Job Title:	Science Technician
Grade:	Level 1 Scale Point- 3-4 £23,810-£24,150 (actual salary) Level 2 Scale Point -6-9 £24,840-£25,922 (actual salary)
Hours / Weeks	36 hours per week/39 working weeks per year (Term Time Only)
Reports to:	Senior Science Technician

Purpose

To be responsible to the Senior Science Technician in the day to day use of, and development of practical resources within the Science department. This includes meeting the provision of guidance and support in the practical requirements of the Science curriculum including liaising with the relevant area of the school and outside organisations.

Main Responsibilities include but are not limited to:

- Promotion and observance of a Healthy and Safe working environment
- Keeping up-to-date with current procedures and practices through continuing professional development.
- The provision of technical advice on Health and Safety issues to teachers and other Science Technicians.
- The safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards.
- The healthy and safe storage and accessibility of equipment and materials.
- To work with the Senior Science Technician, Teachers and other Technicians to design, develop and maintain specialist resources and long-term projects and offer professional guidance, assistance and support to pupils, teachers on the practical aspects of the curriculum.
- As directed by the Senior Science Technician, to be responsible for following and maintaining systems used in the management and control of practical resources including;
 - Stock control, compiling orders, liaising with or negotiating with suppliers and maintaining appropriate records.
 - Keeping financial records of departmental expenditure in accordance with the school's standard operating procedures.
 - Ensuring availability of suitable materials and equipment. Always ready to seek out alternatives for suitability and economy.

Other Responsibilities

As directed by the Senior Science Technician, the job holder will work day to day to assisting in practical classes, carry out demonstrations, prepare resources, and assemble apparatus for practical Science lessons. They should also be prepared to give technical advice to teachers, technicians and pupils, and conduct risk assessments for technical activities. Following on from the lesson, the job holder is also responsible for safely disposing of waste materials.

On occasion, the Technician may also need to:

- arrange for or conduct statutory checks on fume cupboards, pressure vessels, first aid kits and electrical equipment.
- organise, store and check the condition of chemicals and equipment.
- attend departmental meetings.
- design, construct, or modify apparatus.
- set up or care for plant or other living organisms kept in the department.
- preparing standard solutions, etc. Purifying chemicals, treating waste.
- maintaining sources, keeping stock records, ordering stock and keeping financial records.
- ensuring the department's resources are maintained to the required standards.

Promotion of School Values

- To contribute to whole school events as and when required.
- To support and contribute to the school's commitment to safeguarding all students.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.

Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

PERSON SPECIFICATION

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Qualifications

Essential

1. Level 2 Qualification (or equivalent) in Numeracy and Literacy.
2. Degree qualified in related subject area.

Desirable

1. ITQ Level 2 qualification or equivalent
2. MA in related subject area\

Experience

3. Some prior, relevant laboratory experience in an education environment.
4. Experience of working as part of a team.
5. Experience of using a range of laboratory equipment.

3. Prior experience in a similar role in a school environment.
4. Experience of using a school management information system

Knowledge/Skills (Ability to)

6. Use all Microsoft Office packages to a good standard.
7. Effectively demonstrate how to use a range of laboratory equipment to others.
8. Demonstrate an outstanding level of written and oral communication skills
9. Communicate and relate to young people and adults
10. Demonstrate good organisation, planning and prioritisation skills
11. Work methodically with a very good attention to detail

5. Knowledge of Equality and Diversity.

Personal / Other Relevant Attributes	
Essential	Desirable
<p>12. Commitment to the provision and improvement of quality service provision</p> <p>13. Ability to work under pressure and meet deadlines</p> <p>14. Self-motivated</p> <p>15. Ability to build on the experience, advice and contributions of others</p> <p>16. Ability to be flexible and adaptable if required</p> <p>17. A willingness to learn and develop new skills</p> <p>18. Commitment to the highest standards of child protection</p>	<p>6. Driver's Licence and or access to a vehicle for work purposes</p>

The information on this form will be the basis on which the applicants will be assessed for short listing purposes.

The Academy is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be expected to undertake an Enhanced Disclosure and Barring Service check