

Job Description

Job Title:	Science Technician
Location:	Sir Herbert Leon Academy
Hours of work:	37 Hours /39 Weeks
Reports to:	Line Manager

Purpose of the Role:

To deliver a first class technical support service to the Academy Science Department in the organisation and delivery of the Science Curriculum in the school and to assist the teaching staff in the teaching of all science subjects across Key Stages 3 and 4 as appropriate.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

This is not an exhaustive list of all the post-holder's tasks. Employees are expected to carry out such other reasonable duties that may be required from time to time and to be flexible in order to ensure the most effective organisation and delivery of learning.

Core and other duties may vary in order to take into account the changing nature of the Academy Science Faculty and of the demands made upon it. Such change is typical of the job and, as such, does not constitute a change to the general job description.

Core Duties:**1. Health and Safety.**

- Ensure that statutory health and safety regulations and safe practice are complied with in all aspects of the work, and be proactive in monitoring and ensuring compliance.
- Undertake appropriate training in the application of health and safety law including COSHH, CLEAPSS standards and the school's own health and safety policies. Apply these legal requirements, standards and policies as instructed by your line manager.
- Remove from use any equipment that is deemed unsafe and report it to your line manager.
- Report any misuse of tools, equipment and materials.
- Cooperate with the Senior Leadership Team (SLT) on all matters connected with health, safety, welfare and safeguarding.
- Assist teachers, when requested, in carrying out risk assessments for demonstrations and practicals.

2. Supporting the Delivery of the Science Curriculum:

- Respond to teachers' weekly requisition of their required practicals and demonstrations by: preparing in advance of lessons all necessary equipment, resources and documents; delivering them to the relevant classroom and laying out as requested; clearing and washing up at the end of lessons; returning all equipment to the Hub or storage area as appropriate.

- Provide technician support to your line manager, or technical Manager, as instructed by him/her, reporting routinely on progress.
- Apply generic lab technician skills to deliver high quality practicals and demonstrations to be used in physics/chemistry/biology lessons.
- If requisitioned by teachers, follow the control procedures for the use of radioactive sources to safely transport the sources and associated equipment from the 'Radiation Cupboard' to the classroom and then return them after use. You must first be trained by the School's Radiation Protection Supervisor or the Science leader before you can carry out this task.
- If required and when workload permits help to supervise school science trips as an additional member of staff.
- Set up demonstrations and practicals in the lab as required.
- Help in the trial of assessed practicals
- Assist teachers with the distribution of photocopied documents
- When requested assist teachers with practicals and demonstrations within the laboratories

3. Maintaining Equipment and Resources

- Help conduct half termly lab checks and report problems regarding labs, fume hoods and equipment. Help ensure the laboratories (including sinks) are regularly cleaned and that the gas taps and electric sockets are regularly checked for foreign objects inserted into them. Report issues to your line manager.
- Monitor stock of materials and equipment. Report on stock levels and shortfalls to your line manager.
- Keep the Hub clean and tidy.
- Follow established systems as instructed by your line manager.

4. Professional Development

- Work within the school's performance review process, to evaluate and improve performance and take full advantage of the training and development available.
- Together with your line manager, take responsibility for personal professional development keeping up-to-date with developments related to school efficiency, which may lead to improvements in school processes.

Other Duties:

- Willing to undertake and make future use of any training which the school deems necessary or desirable.
- Assist students with 1:1 reading in exams if required and workload permits.
- To support the Science Department with lab displays and organisation when required.
- Willingness to assist teachers with first aid remedial measures (as per CLEAPSS) within the department until qualified first aider arrives.

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Job Title: Science Technician

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> GCSE English & Maths Grade A* - C or equivalent A-level or equivalent qualification in a science orientated subject or relevant work experience 	<ul style="list-style-type: none">
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Very good numeracy/literacy skills Very good ICT skills Ability to relate well to children and adults Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these Good organising, planning and prioritising skills Methodical with a good attention to detail Good interpersonal skills 	<ul style="list-style-type: none"> Experience of working in a school environment
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	Forward and strategic planning	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	Budget (size and responsibilities)	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	Abilities	<ul style="list-style-type: none"> Excellent attendance and punctuality Strong interpersonal skills Ability to work independently and cooperatively Child-centred approach. Must recognise that science is a practical subject which places a 	<ul style="list-style-type: none">

		<p>heavy burden of responsibility on technical support</p> <ul style="list-style-type: none"> • A 'can do' approach in the work environment • Written – Ability to record basic information and undertake written tasks as required • Verbal – Experience of exchanging information clearly in person and by telephone. Ability to deal with situations in a sensitive manner both in person and by telephone • Relationships – Experience of forming appropriate and productive relationships with students, staff and parents • Teamwork – Proven experience of effective team and independent working • Confidentiality – Comprehensive understanding of confidentiality issues within a school environment • Strong work ethic and willingness to take responsibility • High level organisation skills and attention to cleanliness in the work environment. 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • A positive attitude • Continuous Professional Development – Commitment to increasing own learning and development 	<ul style="list-style-type: none"> • Creativity – Ability to work on own initiative

	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people 	•