THE GREEN SCHOOL TRUST

Job Description

Job Title:	Science Technician
Grade:	Scale 4 £19,576-£20,653 (fte £22,377-£23,607)
Hours of work:	Term time only plus one week
Line Manager:	Head of Science TGSB
Team membership:	The Green School Trust - Science Technician team
Supervisory Responsibility:	None
Functional Relationships:	
	• **Internal**: CEO & Executive Headteacher, Head of School, Senior Leadership Team, Science team TGSB & TGSG, students, Exams and Data officers • **External**: Health and Safety Inspec
Home School:	TGSB and TGSG . Flexibility required.

Main purpose of the post

- Preparing and promoting the development of science practical work to meet teaching, student and learning needs
- Advising staff of technical requirements raised by the curriculum, ensuring the health, welfare and safety of staff and pupils in accordance with health and safety legislation.

Specific Responsibilities and Tasks

- **Preparing and promoting the development of science practical work to meet teaching, student and learning needs**

    - Preparing apparatus and materials for the use in lessons and project work, following instructions as laid down in specifications and other relevant documentation.
    - Preparing special compounds, solutions, reagents and micro-biological materials for class work (including food stuff).
    - To assist staff when requested with data logging experiments and the use of ICT in lessons.
    - Providing technical assistance to students and beginning teachers.
    - Constructing and developing equipment and apparatus (involving modification / manufacturing) for teaching processes.
    - Ensuring that the practical requirements of examinations are met, including preparing and setting up and testing materials, apparatus and equipment. Attending practical examination meetings and previews.
    - Setting up, retrieving and clearing away apparatus at the beginning and end of lessons.
    - Ensuring that the practical requirements are met for open evenings, New intake days and Primary/Secondary links, KS3 science club and CREST awards and other STEM enrichment opportunities as required at each Key Stage.
    - To assist the senior technician in identifying equipment needs in consultation with teaching staff.
    - On occasions, be prepared to cover / assist colleagues as required.
    - On occasions, participate on school science trips during working hours.

- **Advising staff of technical requirements raised by the curriculum, ensuring the health, welfare and safety of staff and pupils in accordance with health and safety legislation.**

    - Responsible for maintaining and checking all hazardous chemicals including the flammable store.
    - Checking materials and equipment before and after class use for quantity and damage. Making repairs where required.
    - To move items and equipment between laboratories and prep rooms.
    - To follow Health and safety guidelines as laid out in the department and school policies in accordance with ASE guidelines.

GENERIC TASKS:

1. Ensuring an operational, safe, secure and tidy working environment in the Science department.
2. Answering the phone, welcoming visitors, photocopying, filing, collating & preparing resources for use in lessons.
3. Using computers to assist in admin & making resources for interactive whiteboards.
4. To liaise with medical staff on accidents in the Science department including chemical information and correct procedures.
5. Technicians are required to undertake other duties within the Science department, agreed with the Senior technician and their line manager, which promotes the practical teaching of Science.

General Responsibilities

- To support in the delivery of the Trust's provision across the Trust's schools as directed by Executive Headteacher in line with the ethos of the Trust
- To uphold the staff Code of Conduct and ensure that personal and professional conduct is in line with the ethos of the Trust.
- To be aware of and to adhere to child protection policy and procedures.
- To be responsible for own continuing self-development, undertaking training as appropriate.
- To engage in the Trust's Appraisal process
- To undertake any other reasonable duties that may be required by the Executive Headteacher or Head of School

This job description is designed to outline the main duties and responsibility associated with the post but is not intended to be an exhaustive list of all duties performed. It may be subject to modification or amendment at any time after consultation between the post-holder and Executive Headteacher. These responsibilities are subject to the general duties and responsibilities contained within the statement of contract.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Green School Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or .organisation

Data Protection

Employees of The Green School Trust will have access to data and personal information that must be processed in accordance with the terms and conditions GDPR May 2018.

Equal Opportunities

Directors are committed to achieving equality of opportunity and expect all employees to implement and promote their policy in their own work.

Safeguarding Children

The Green School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to adhere to the statutory guidance "Keeping Children Safe in Education" September 2019
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

Staff are expected to adhere to the Trust's Safeguarding Policy and to undertake regular training.
This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment
For more information visit https://www.gov.uk/crb-criminal-records-bureau-check

Health and Safety

You are required to comply with the school's Health and Safety policy at all times

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. The Green School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all our staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment

Job description reviewed September 2019