

Post Reference: 2665

Job Title: Science Technician

Grade: B1 (Actual Salary £21,529 to £22,216)

Hours: 37 hours per week, term time only plus 10 days

Accountable to: Curriculum Leader of Science

JOB DESCRIPTION

Role:

You will be responsible for providing a safe working environment across the science curriculum in line with the ethos and expectations of the academy and you will work closely within the subject taking a direct responsibility for the preparation and requirements of planned lessons and teaching staff.

You will provide a high quality technical support to staff and students within the general Science areas; maintaining high quality teaching environments completing subject specific daily maintenance duties, general maintenance of equipment; ordering and administrative tasks to support teaching staff.

All post-holders at White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with White Rose Academies Trust.

General Duties and Responsibilities:

- Provide technical support for teaching staff
- Co-ordinate the use and development of practical resource and facilities meeting the requirements of the curriculum
- Ensure maintenance of a healthy and safe working environment
- Keep up to date with current health and safety procedure (via CLEAPPS)
- Undertake the safe treatment and disposal of used materials including hazardous substances and response to actual or potential hazards
- Maintain the healthy and safe storage and accessibility to equipment and materials

- Maintain apparatus within each of the science subjects (Physics, Biology and Chemistry)
- Provide equipment and materials to support practical lessons and ensure its safe removal on completion
- Complete both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment
- Organise practical equipment orders for lessons and deliver them in a timely manner
- Manage the return of used practical equipment and disposal of waste in the appropriate manner
- Ensure suitable materials are available, maintain stock levels including doing regular stock takes of supplies as well as other Science subjects and STEM Club
- Maintain up to date records for all equipment and stock, regular checks will be required
- Liaise and negotiate with suppliers, including costing, sourcing and suggesting economic alternatives
- Maintain accurate up to date financial records of department spending
- Provide classroom assistance for practical lessons when required, including for STEM club
- For health and safety purposes: maintain an impeccable standard of hygiene & cleanliness is required for all rooms, equipment & resources in the practical areas on a daily basis
- Use ICT effectively to perform duties in an efficient manner and to support the use of ICT equipment
- General admin and reprographics for the science department including maintaining paper levels in school wide photocopying machines
- Uphold the professional standards of dress, behaviour, attitudes and professional excellence which will ensure that Leeds West Academy is a pleasant positive place to learn and work

Other duties:

- To carry out any other duties as directed by the principal commensurate with the general level of responsibility of the post.
- To carry out agreed and reasonable supervisory duties as detailed by the leadership team.

Equal Opportunities:

- To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
 - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.
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Generic Staff Requirements:

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents/carers, and the wider community.
- Adhere to the principles expressed in the aims of the academy and its mission statement.
- Actively contribute to the continued development of the academy and self by attending training, participating in relevant meetings and appraisals, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply academy policies in all aspects of the role.
- Improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.
- Work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the academy by attending relevant meetings, training days/events as requested.
- Be aware of and comply with the academy policies and procedures e.g. safeguarding, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be responsible for safeguarding children and promoting their welfare and following child protection procedures.
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the values, standards and equal opportunities of the academy.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the academy.

All postholders are accountable through White Rose Academies Trust Performance Management Appraisal Policy. The Governors and Principals of White Rose Academies Trust

are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

PERSON SPECIFICATION

The specific qualifications, experience, skills, and values required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criterion is marked with whether it is an essential or desirable requirement, and at which point in the recruitment process it will be assessed.

You should be able to demonstrate the following criteria:

E = Essential

D = Desirable

Measured by:

A = Application Form

T = Test/Exercise

I = Interview

R = References

C = Certificate

Qualifications

E	GCSE level or above in Maths, Science and English	A
E	Relevant qualification or experience	A
E	A good level of appropriate ICT skills	A
E	First Aid certificate or willingness to undertake this	A

Knowledge and Experience

E	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	A I R
E	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A I R
E	Experience of ordering stock and equipment & managing stock levels	A
D	Experience of working in a classroom environment	A
E	Experience of working in a team	A

Skills, Attributes, and Abilities

E	Ability to relate well to children and adults	A
E	Good written and spoken communication skills	A
E	Good organisational skills	A
D	Some administrative skills	A
D	General understanding of health & safety at work	A
D	Ability to organise own workload	A

E	Ability to form and maintain appropriate relationships and personal boundaries with students	A
Behavioural and other characteristics		
E	Committed to continuous improvement	A I
E	Carry out all duties having regard to an employee's responsibility under Health & Safety Policies	A I
E	Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development	A I
E	Possess personal integrity, warmth, and a willingness to grow and learn.	A I
E	Enhanced DBS Check.	I

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