**Job Title: Science Technician**

Job Description

**JOB PURPOSE**

|  |
| --- |
| * To support effective teaching and learning through the efficient, effective and safe development of Science resources, providing technical support to the Teacher of Science
 |

**DUTIES**

|  |
| --- |
| **Specific DUTIES** **Planning and Preparation*** To undertake preparations of materials for student’s practical work including IT based activities.
* To assist in the production of technical information that is used by staff and students.
* To understand and be aware of all health and safety instructions on the use of department resources (e.g. tools, materials, equipment etc)

**Maintenance** * To have general oversight/maintenance of resources within the department.
* To maintain and clean benches, stools and working surface areas in all parts of the department.
* To report maintenance and repair school equipment and fittings as required.

**Undertaking Learning Activities with Teachers and Pupils** * When requested by teaching staff, to demonstrate the use of different equipment and materials with regards to safety, including providing technical advice, assistance and supervision to pupils during practical’s, project work and assessments.
* To work with students who have difficulties undertaking particular tasks and to adjust / modify apparatus for those students with SEND.
* Where directed, assist the teacher with coursework, delivery of work programmes / lessons and assessments within the specialist area, to include supporting the staging of displays.

**Stock Maintenance and Storage** * To receive, check and store all equipment and materials reporting on stock levels and conditions as required.
* Check and store all deliveries in an efficient and safe manner.

**Health and Safety** * To oversee the general equipment safety check which is carried out annually and to report on any upgrade or repair of items that this check indicates required attention.
* To inform the subject teacher of any deficiencies in any equipment tested that would make it un-repairable or unsafe.
* To inform subject teacher of any general Health & Safety or other risks within the department.
* To be certain that all equipment in the Department conforms to Health & Safety requirements by making checks on a daily, weekly and termly basis as necessary.

**OTHER DUTIES** **Administrative and Other Tasks** * Photocopying and duplicating
* Stock control, keeping records, ordering materials, sorting out invoices and receipts and inventory checks.
* Supporting risk assessment and Health & Safety requirements
* Carrying out other activities that can be reasonably required within the grade and scope of the post.

**General Duties*** To perform such other duties as may be requested from time to time, commensurate with the role
* Uphold and promulgate the Focus ethos within all areas of responsibility
* Contribute to, share in and promote the wider and longer-term vision of One School Global.
* To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the OSG Equal Opportunity Policy
* Comply with and support the implementation of all School and OneSchool Global UK policies
* To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety
* To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same

**PERSONAL Duties*** To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels
* Ensure high standards are maintained, progressed and promoted in all areas of work
* To undertake appropriate professional development and positively participate in the appraisal of own performance
* Communicate and co-operate effectively and positively with specialists from outside agencies where applicable
* Attendance at staff meetings as appropriate

**SAFEGUARDING** |
| OneSchool Global UK and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks.We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2016 and The Education Act, we expect all staff and volunteers to share this commitment  |

**Reporting To**

|  |
| --- |
| * Reporting to [job title]
* No direct reports or ongoing supervision to others / Responsible for supervising the work of [insert roles] / Responsible for line managing [insert job titles]
 |

**SUPPORT FOR THE ROLE**

|  |
| --- |
| OneSchool Global UK provides a range of support services in areas such as ICT, recruitment, HR, policies, resources and compliance.  |

**ISSUED BY**

|  |
| --- |
| OneSchool Global UK Issue date: June 2019  |

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Line Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**JOB TITLE: Science Technician**

Person Specification

|  |  |  |
| --- | --- | --- |
|  **Specification** | **Essential** | **Desirable** |
| **Experience and Knowledge** | * Experience of providing technical support to teaching staff within a school setting (laboratories and preparation areas)
* Experience of maintenance, preparation and cleaning of laboratory equipment
* Previous experience of working as a Science Technician within education
* Knowledge of Health and Safety legislation as it relates to work within education
* Knowledge of safe working practices in relation to handling, usage and storage of hazardous chemicals, equipment and tools.
 | * Science Technician role in a school
* CLEAPS
 |
| **Education and Qualifications** | * Minimum A-Level in Science
* English and Maths GCSE
* Evidence of CPD
 | * NVQ 3 in Laboratory and Associated Technical Activities (LATA) or
* NVQ 3 for Laboratory Technician in Education or
* Level 3 Certificate in Laboratory Technical Skills
 |
| **Skills and Abilities** | * Ability to be able to prioritise, plan and organise workload
* Ability to prepare equipment and materials for lessons as requested by the teacher.
* Good communication skills written and verbal
* Good organisational skills
* Ability to carry out risk assessment in relation to laboratory work
* A positive role model of professional practice and conduct of others
 | * Can use ICT effectively to support learning
 |
| **Training** | * Willingness to undertake relevant training and identify own development needs
* Committed to ongoing CPD and Professional development
 |  |
| **Attributes and Attitudes** | * Flexible approach and positive attitude towards work
* Punctual and reliable
* Ability to adapt to changes in the workplace
 |  |
| **Equality, diversity and inclusion** | * Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application
 |  |
| **Safeguarding**  | * Knowledge, understanding and commitment to safeguarding and promoting the welfare of students
* Ability to form and maintain appropriate relationships and personal boundaries with students
 |  |

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

OneSchool Global UK is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to be committed to the Equal Opportunities Policy.