



Science Technician

Salary / grade range	SCP 5 – 6 £19,504 - £19,859 Term Time + 15 days, 37 hours per week
Location	Co-op Academy Grange
Reports to	Head of Science

Purpose of role:

To provide technical support services to the department, including the preparation of materials, and setting up of equipment for class practical sessions and maintaining equipment for use.

Key accountabilities (and specific duties / responsibilities):

- Set up and prepare equipment and materials for teaching staff.
- Prepare materials for student use as requested by teaching staff.
- Administrative and organisational support to develop the curriculum, photocopying, display and organisation of materials.
- Ensure that work areas and equipment are maintained in a clean and safe condition appropriate to Health & Safety Standards.
- To make decisions using your own initiative where appropriate within established practices and procedures.
- To maintain the confidential nature of information relating to the school, its students, parents and carers.

General:

- Contribute to Co-op overall vision, values and guiding principles.
- Attend and participate in training events and participate in project teams.
- Attend, lead and participate in regular meetings.
- Comply with policies and procedures relating to safeguarding, child protection, health, safety and security and confidentiality, reporting any concerns.
- To carry out any other reasonable requests as and when required.
- Contacts will be internal at all levels, parents/carers, Trustees, Governors, community groups, Health, Social Services, Local Education Authority, contractors, external agencies.

Whilst every endeavour has been made to outline the main responsibilities and duties of the post, the above is not an exhaustive list of responsibilities.

As business changes roles will naturally evolve.



Job descriptions will be reviewed with postholders and updated periodically to reflect this.

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g., application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none">• Educated to NVQ Level 2 or equivalent (or have significant experience) including GCSE English and Maths equivalent.• Commitment to own personal and professional development, including an up-to date awareness of development of all aspects of the role.• Relevant Professional Qualification	D	
Experience <ul style="list-style-type: none">• Experience of working in a Science Technician role.• Knowledge and experience of working with chemicals.• Experience of working in a school environment.	D	
Skills, Ability, Knowledge <ul style="list-style-type: none">• Working knowledge of health and safety relating to area.• Excellent organisational skills to enable planning, prioritising and delivering of work to tight deadlines.• Excellent written and oral communication skills.• An understanding of and commitment to safeguarding and promoting the welfare of children and young people.		
Personal Qualities <ul style="list-style-type: none">• The ability to relate well with both children and adults• An effective team member• Adaptable to changing circumstances and new ideas• Able to remain calm under pressure		

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the



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welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.