

Job Description

Establishment: John Port School
Post Title: Science Technician
Grade/Pay Range: Actual Salary: £5035.74 (Full time equivalent £15807.00)
Hours/weeks: 14 hours per week, term time only (39 weeks)
Reporting to: Director of Faculty – Science
Department/Team: Faculty of Science

Overall Purpose of Post:

To provide support in our successful science faculty.

Duties include maintaining stock inventories, preparing materials and equipment for lessons, cleaning apparatus, maintaining equipment, ensuring the safe storage of chemicals and various other tasks.

First aid support is essential for this role, however training will be provided if necessary.

Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Science support

- Ensuring the development of post 16 resources and equipment to meet curriculum needs
- Maintaining stock inventories for equipment and consumable items
- Advising the Director of Faculty on the purchase of equipment and consumable items
- Preparation of materials, stock and standard solutions, apparatus for demonstrations and practical work
- Setting up and testing of demonstration experiments, ensuring their function and safety.
- Cleaning apparatus (e.g. glassware) used by staff and pupils
- Construction and/or modification of laboratory apparatus and assisting science staff on the development of new experiments and science topics
- Planned maintenance of apparatus and equipment, implementing and carrying out repairs within the capabilities of the team and organising repairs off site
- Maintenance of the science laboratories in a safe and organised state
- Keep legal records on dangerous substances and the safe disposal of these items
- Operating an efficient system of stocking, storing, distributing and booking of all items used in the science department
- Taking on any training requirements/courses necessary to fulfil the role of a technician within the Technical team
- Ensuring all acids are stored appropriately and topped up regularly

- Dissemination of new ideas and information within the department
- Effective communication with support and teaching staff to assist in good to outstanding lessons
- Evening support may be required occasionally
- Technical team risk assessment- maintain, update and review on a yearly basis
- Supporting extracurricular activities i.e. science club
- Setting and assisting in afterschool events such as open evenings.

First Aid

- Ensuring adequate provision for the administration of first aid for both pupils and staff
- Maintaining a central resource for stock and ancillary equipment to meet a wide variety of situations within the Science faculty
- Maintaining a number of eye wash stations in laboratories and workshops
- Communicating to staff and pupils changes in first aid provision and good practice
- Attending school trips for first aid support.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role
- Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding
- Participate in the Academy Appraisal process and undertake professional development as required
- Adhere to all internal and external deadlines
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role
- These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name of Postholder:

Signature:

Date:

Person Specification

	Essential	Desirable
Qualifications and experience		
Good standard of education especially with regard to literacy and numeracy skills.	√	
GCSE Maths, English and Science grade C or equivalent	√	
Working in a laboratory environment	√	
Previous experience in an educational environment	√	
Experience of working with young people	√	
First Aid qualification		√
Knowledge and skills		
Ability to work calmly under pressure	√	
Ability to communicate clearly orally and in writing	√	
Ability to work collaboratively with others	√	
Ability to work within school based systems and specified timelines	√	
Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems	√	
Knowledge of relevant codes of practice	√	
Ability to work on own initiative	√	
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	√	
A diplomatic and patient approach	√	
Initiative and ability to prioritise own work and that of others to meet deadlines	√	
Efficient and meticulous in organisation	√	
Able to follow direction and work in collaboration with the leadership team	√	
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	√	
Willingness to learn	√	
Co-operative spirit / can do attitude	√	
Problem solving approach	√	
Patience with children	√	
Ability to establish and maintain appropriate relationships with young people	√	
Commitment to the highest standards of child protection and safeguarding	√	
Recognition of the importance of personal responsibility for health and safety	√	
Commitment to the Trust's ethos, aims and whole community	√	