

Academies Enterprise Trust

**Job Description**

**Job Title:** Science Technician

**Location:** Maltings Academy & New Rickstones Academy

**Hours of work:** 37 hours per week
 40 working weeks (term time plus 5 non-student days plus 1 week holiday working)

**Reports to:** Senior Science Technician

**Purpose of the Role:**

To provide practical and administrative support to teaching staff to support science lessons.

To promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted.

**Responsibilities:**

***Practical***

* 1. To prepare students practical lessons including Biology, Physics and Chemistry up to A Level.
	2. To assist with lessons - supporting teachers in practical lessons, demonstrating experiments to students and helping students with projects
	3. To maintain equipment and supplies
	4. To assist cover teachers, providing advice and support on resources available
	5. To trial new practical lessons for teachers to ensure that they work and are safe

***Administrative***

1. To extract student data for teachers from the School Management Information System
2. To extract internal assessment practical exam data and test sheets from exam board websites
3. To photocopy worksheets and resources or arrange this via Reprographics team
4. To make IT room bookings for teachers
5. To maintain a Chemical and Equipment database
6. To order equipment and materials as required

***General***

1. To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
2. To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
3. To ensure that all duties and services provided are in accordance with the academy’s Equal Opportunities Policy

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Academy at the reasonable discretion of the Head of Academy
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

July 2019

**Please sign and return one copy to Human Resources and keep one copy for your records.**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person Specification**

**Job Title: Science Technician**

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| --- | --- | --- | --- |
|  | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * Level 3 Science qualification (A Level or equivalent)
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| **Knowledge****/Experience** | Specific knowledge/experience required for the role | **Specialist Knowledge/Experience*** Experience in a Science-related role
* Knowledge of Health & Safety including COSHH and ESCC regulations in relation to the safe handling and storage of chemicals
* Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools

**Organisation & Planning*** Experience of planning and managing a busy workload and conflicting priorities to deadlines

**Problem Solving*** Experience of resolving problems independently

**People Skills & Customer Focus*** Experience of providing excellent customer service with the ability to be proactive and anticipate students needs
* Experience of building and maintaining effective relationships with others and negotiating effectively
* Experience of working effectively as part of a team
 | * Previous experience in a similar role
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| **Skills** | Line management responsibilities (no.) | n/a |  |
| Forward and strategic planning | * Ability to plan work on a weekly basis
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| Budget (size & responsibilities) | n/a |
| Abilities | * Excellent literacy & numeracy skills
* Excellent IT Skills (G Suite or MS Office)
* Ability to stay calm under pressure
* Excellent communication skills with ability to use clear language to communicate information unambiguously both verbally and in writing
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| **Personal Characteristics** | Behaviours | * Resilience
* Student focused
* Demonstrate a commitment to equality
* Takes responsibility and accountability
* Commitment to Academy aims, ethos & vision
* Commitment to own professional development
 |  |
| Values | * Ability to demonstrate, understand and apply our values
	+ Be unusually brave
	+ Discover what’s possible
	+ Push the limits
	+ Be big hearted

 |
| **Special Requirements** |  | * Successful candidate will be subject to an Enhanced Disclosure & Barring Service Check
* Right to work in the UK
* Evidence of a commitment to promoting the welfare and safeguarding of children and young people
* Willing to develop and learn in the role and undertake appropriate training courses
* Role requires flexibility to meet academy needs including working at Maltings Academy, New Rickstones Academy and Witham Sixth Form Centre.
* Role involves manual handling
* Requirement to use VDU
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