

Academies Enterprise Trust

Job Description

Job Title:	Science Technician
Location:	Kingswood Academy, Wawne Road, Hull, HU7 4WR
Hours:	Term Time plus 10 days
Reports to:	Senior Science Technician

Purpose of the Role:

To deliver a first class technical support service to the Kingswood Academy Science Department in the organisation and delivery of the Science Curriculum in the school and to assist the teaching staff in the teaching of all science subjects across Key Stages 3 and 4 as appropriate.

Responsibilities:

This is not an exhaustive list of all the post-holder's tasks. Employees are expected to carry out such other reasonable duties that may be required from time to time and to be flexible in order to ensure the most effective organisation and delivery of learning.

Core and other duties may vary in order to take into account the changing nature of the Kingswood Academy Science Faculty and of the demands made upon it. Such change is typical of the job and, as such, does not constitute a change to the general job description.

Core Duties:

1. Health and Safety.

- Ensure that statutory health and safety regulations and safe practice are complied with in all aspects of the work, and be proactive in monitoring and ensuring compliance.
- Undertake appropriate training in the application of health and safety law including COSHH, CLEAPSS standards and the school's own health and safety policies. Apply these legal requirements, standards and policies as instructed by your line manager.
- Remove from use any equipment that is deemed unsafe and report it to your line manager.
- Report any misuse of tools, equipment and materials.
- Cooperate with the Senior Leadership Team (SLT) on all matters connected with health, safety, welfare and safeguarding.
- Assist teachers, when requested, in carrying out risk assessments for demonstrations and practicals.

2. Supporting the Delivery of the Science Curriculum:

- Respond to teachers' weekly requisition of their required practicals and demonstrations by: preparing in advance of lessons all necessary equipment, resources and documents; delivering them to the relevant classroom and laying out as requested; clearing and washing up at the end of lessons; returning all equipment to the Hub or storage area as appropriate.
- Provide technician support to your line manager, or technical Manager, as instructed by him/her, reporting routinely on progress.
- Apply generic lab technician skills to deliver high quality practicals and demonstrations to be used in physics/chemistry/biology lessons.
- If requisitioned by teachers, follow the control procedures for the use of radioactive sources to safely transport the sources and associated equipment from the 'Radiation Cupboard' to the classroom and then return them after use. You must first be trained by the School's Radiation Protection Supervisor or the Science leader before you can carry out this task.
- Help in the trial of assessed practicals.
- Assist teachers in the distribution of photocopied documents.
- Help to supervise school science trips.
- When requested, assist teachers with demonstrations and practicals in the classroom.

3. Maintaining Equipment and Resources

- Help conduct half termly lab checks and report problems regarding labs, fume hoods and equipment. Help ensure the laboratories (including sinks) are regularly cleaned and that the gas taps and electric sockets are regularly checked for foreign objects inserted into them. Report issues to your line manager.
- Monitor stock of materials and equipment. Report on stock levels and shortfalls to your line manager.
- Keep the Hub clean and tidy.
- Follow established systems as instructed by your line manager.

4. Professional Development

- Work within the school's performance review process, to evaluate and improve performance and take full advantage of the training and development available.
- Together with your line manager, take responsibility for personal professional development keeping up-to-date with developments related to school efficiency, which may lead to improvements in school processes.

Other Duties:

- Willing to undertake and make future use of any training which the school deems necessary or desirable, such as first aid training and driving the minibus (subject to licence requirements).
- To invigilate examinations as required, for which time off in lieu will be given if the work falls outside of normal working hours.
- To support clerical needs for short periods of time including reception, reprographics, displays and data input as required.
- Willingness to carry out first aid treatment to academy staff, students and visitors when necessary. Training will be provided for this.

Kingswood Academy:

Our Vision is: 'to deliver world class learning, which places no limits on what young people can achieve' and we are a national beacon of educational excellence in Hull'.

As a national beacon of educational excellence we will ensure that:

1. All students leave our academy with first-rate qualifications: Qualifications that ensure all doors remain open, giving our students the platform to compete and thrive on a global stage.
2. All students develop exceptional character: Character that exemplifies a true growth mind-set; a phenomenal work ethic; confidence and high levels of grit, resilience and determination; ensuring they are fully prepared to flourish in an ever-changing world.
3. All students leave our academy with high levels of cultural and global awareness: Awareness that develops through diverse experiences that enrich our students, enabling them to engage in, empathise with, challenge and debate current affairs beyond their local community.
4. All students leave with an array of positive memories that last for a lifetime: Memories that are created from students, staff and our community being fully invested in forging exceptional relationships based on trust, care, high expectations and a passion for genuinely making a difference in their life.

Mission

Ultimately our Mission is to ensure that: 'all students have an inner-belief and ambition to fulfil their dreams and live a happy and successful life.' We are passionate about our students 'recognising their academic worth' and making sure that they are 'prepared to make bold choices in order to secure places, and thrive, at the most reputable and highest performing colleges, universities and world-class employers.'

Kingswood Academy Key Drivers

We live and breathe our key drivers which are:

- The highest expectations

- Never give up
- Everyone is valued
- Value feedback
- No excuses
- Outstanding learning

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 Teachers' Pay and Conditions.
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 Principal/Group/Chief Executive
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

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Person Specification

Job Title: Science Technician

General heading	Detail	Essential requirements:	Desirable requirements:
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Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> ● GCSE English & Maths Grade A* - C or equivalent ● A-level or equivalent qualification in a science orientated subject or relevant work experience 	<ul style="list-style-type: none"> ● First Aid at Work trained
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> ● Very good numeracy/literacy skills ● Very good ICT skills ● Ability to relate well to children and adults ● Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these ● Good organising, planning and prioritising skills ● Methodical with a good attention to detail ● Good interpersonal skills 	<ul style="list-style-type: none"> ● Experience of working in a school environment
	Abilities	<ul style="list-style-type: none"> ● Excellent attendance and punctuality ● Strong interpersonal skills ● Ability to work independently and co-operatively ● Child-centred approach. Must recognise that science is a practical subject which places a heavy burden of responsibility on technical support ● A 'can do' approach in the work environment ● Written – Ability to record basic information and 	

		<p>undertake written tasks as required</p> <ul style="list-style-type: none"> • Verbal – Experience of exchanging information clearly in person and by telephone. Ability to deal with situations in a sensitive manner both in person and by telephone • Relationships – Experience of forming appropriate and productive relationships with students, staff and parents • Team work – Proven experience of effective team and independent working • Confidentiality – Comprehensive understanding of confidentiality issues within a school environment • Strong work ethic and willingness to take responsibility • High level organisation skills and attention to cleanliness in the work environment. 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • A positive attitude • Continuous Professional Development – Commitment to increasing own learning and development 	<ul style="list-style-type: none"> • Creativity – Ability to work on own initiative

	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> o Be unusually brave o Discover what's possible o Push the limits o Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people 	