



Job description

JOB TITLE:	Science Technician (part- time)
SALARY CODE:	Clapton Support Staff Range, Scale 6, Points 18- 22 (Pro Rata)
RESPONSIBLE TO:	Head of Science
HOURS OF WORK:	<p>This post is term time only</p> <p>For the 195 term time days you will be expected to work 15 hours per week Monday to Friday. There is a degree of flexibility on how when these hours will be worked in line with the needs of the academy.</p> <p>The hours will include a 30-minute lunch break. The agreed hours may be reviewed in consultation with you.</p>

MAIN RESPONSIBILITIES

- Provide a support technician service to the science faculty.
- Coordinate the use of practical resources and equipment across the Science Faculty.
- Provide assistance and advice on meeting the needs of the Science curriculum.
- Ensure Health and Safety regulations are adhered to.

ADDITIONAL RESPONSIBILITIES

- Prepare apparatus, including set up and clearing away, for use within lessons.
- Ensure the general maintenance and cleaning of equipment.
- Audit the condition and levels of lab apparatus, chemical materials and specialist equipment in labs and storage rooms.
- Report any equipment faults to your line manager and ensure appropriate action is taken.
- Attend science faculty meetings.
- Take part in trips, where appropriate.
- Assist with science classroom and whole school display work as required.
- Assist with the preparation of rooms, data and materials for science examinations and exhibitions.
- Provide technical assistance to staff and students in the practical application of specialist equipment.
- Assist in the safe storage and disposal of all equipment and stock in line with Health and Safety Procedures.
- Run after school extracurricular clubs in order to support and extend the science provision.
- Ensure the science labs are kept tidy and well organised.
- Assist with the safe storage of students work in line with exam board requirements.
- Ensure stock levels of consumables and equipment are maintained.
- Prepare chemical solutions to given concentrations accurately.
- Ensure chemical materials are labelled correctly in accordance with COSHH.
- Ensure the availability of suitable materials and equipment by checking stock levels and reporting to the Senior Technician.
- Advise and assist students who are working independently.
- Assist in practical lessons across all key stages (including A level classes) and carry out practical demonstrations.

Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review.



This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of and in compliance with all the academy's policies and procedures and in compliance with Clapton Girls' Academy Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.

ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER

I can confirm my acceptance of the Job Description as outlined above

NAME:

SIGNED:

DATE:



Person specification – Science Technician

QUALIFICATIONS

	ESSENTIAL	DESIRABLE
5+ GCSE's A*- C, including English, Maths and Science	✓	
Level 3 qualification in Science at A Level or equivalent	✓	
Educated to degree level in a Science field		✓

EXPERIENCE

	ESSENTIAL	DESIRABLE
Experience of working within an educational environment.		✓
Experience of working in a busy environment and the ability to respond positively to high work demands and at times, extreme pressure.	✓	
Experience of communicating scientific ideas clearly	✓	
Experience of handling chemicals safely and producing chemicals to specified concentrations	✓	
Experience of maintaining electrical equipment and lab ware appropriately	✓	

KNOWLEDGE AND SKILLS

	ESSENTIAL	DESIRABLE
Knowledge of Ceramics		✓
Knowledge of Photography		✓
Knowledge of different learning styles and needs.		✓
Good literacy, numeracy and ICT skills.	✓	
Good administrative and organisational skills.	✓	
The ability to work within the academy policies, procedures and expectations.	✓	
The ability to prioritise workloads and work to given deadlines.	✓	
A confident verbal communicator with the skills to communicate with students aged 11- 19 in order to improve their learning and achievement.	✓	
The ability to work as an effective team member.	✓	
The ability to contribute creatively to the academy's extracurricular programme for students.	✓	

PERSONAL QUALITIES AND ATTRIBUTES

	ESSENTIAL	DESIRABLE
Proven tact and diplomacy when dealing with adults and children.	✓	
Reliable, honest and trustworthy.	✓	
The capacity to remain calm and to cope with the unexpected.	✓	
A commitment to following expectations with regard to professional behaviors and to being a role model for staff and students in relation to overall conduct to include the following: dress code, attendance and timekeeping.	✓	
A 'can do' attitude.	✓	
Highly motivated with a proven track record of building successful relationships with students and inspiring enthusiasm for art/ textiles.	✓	
Energy, enthusiasm and commitment.	✓	
A commitment to safeguarding and promoting the welfare of children and young people and following the safeguarding policy.	✓	



Clapton Girls' Academy

Est. 1906



Challenge, Wellbeing, Teamwork

