



Beamont Collegiate
Academy

17 February 2024

Science Technician

Job Description and
Person Specification



'I can, I do & I will be!'

POST OVERVIEW

SCIENCE TECHNICIAN

We seek to appoint a highly motivated and hardworking Science Technician to join a strong department in a vibrant, high performing and over-subscribed 11-16 academy.

The successful candidate will be required to undertake duties in support of the work of the teaching staff in the science department.

This position is permanent and is suited to an individual with drive, passion and commitment who may be keen for career advancement in the future.

The successful candidate will be required to apply for an enhanced DBS Certificate from the Disclosure & Barring Service. Details can be found on <https://www.gov.uk/disclosure-barring-service-check>.

Terms and Benefits

- 1) Salary: TCAT Support Staff Scale – Grade 5 SCP 8-14 (Pro-rata: £21,248 - £23,512)
- 2) Full time (37 hours per week) Term time Only plus 5 Inset Days (39 weeks)/ Permanent
- 3) Eligible for Local Government Pension Scheme (Cheshire Pension Fund Scheme)
- 4) Occupational Sick Pay Scheme (entitlements based on service)
- 5) Access to TCAT+ our Reward, Recognition and Wellbeing offer including access to retailer discounts and benefits, Cycle to Work scheme, Car Benefit Scheme, Smart Tech Pack, and online resources to support physical, emotional, professional, financial and social wellbeing.
- 6) Training and development opportunities / CPD
- 7) Any other benefits.

Applications should be returned, only using the application form provided, to recruitment@bca.warrington.ac.uk by the closing date of Thursday, 28th March 2024, 9am.

Interviews dates: TBC

Start Date: July 2024 Start

POST DETAILS

Location:	Beamont Collegiate Academy
Job title:	Science Technician
Salary:	TCAT Support Staff Scale – Grade 5 SCP 8-14 (£21,248 - £23,512)
Hours of Work:	Full time (37 hours per week) Term time Only plus 5 Inset Days (39 weeks) / Permanent
Reporting to:	Science Leadership/ Second in Charge of Science
Responsible for:	Undertaking duties in support of the work of the teaching staff in the science department.
Key Tasks and Responsibilities	Under the direction of the Science leadership, coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department. Preparation of resources and assembly of apparatus for practical lessons, sourcing materials by local purchase, giving technical advice to teachers, technicians and pupils. To carry out risk assessments for technical activities, assist in practical classes and carry out demonstrations and attend department meetings.
Job purpose:	Supporting the science department in the co-ordination of resources to ensure smooth delivery of practical lessons which comply with and exceed national curriculum requirements.

JOB DESCRIPTION

Main Duties

- The preparation of materials and equipment for science lessons.
- Maintaining science laboratories and preparation rooms and their equipment, and services in good order.
- General duties in support of the teachers in the Science Department. The precise duties would be determined by the Principal consistent with the main areas of responsibility set out above. Some examples of the kind of duties which may be required are set out below:
- Preparation of science materials and equipment. For example:
 - Carry out risk assessments for technical activities
 - Disposing of waste materials
 - Collecting apparatus and chemicals from storage;
 - Preparing necessary solutions;
 - Checking individual components in and out for class use.
- Arranging for apparatus including worksheets and books to be available, in rooms, for lessons;
- Preparing experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff;
 - Preparation of chemicals and solutions
 - Liaising with staff over use of equipment and stock via lab blogger and email
 - Advise staff of any problems, including safety aspects;
 - Assisting with collection and cataloguing of sundry worksheets, books and materials;
 - Returning apparatus, etc. and chemicals to storage as soon as practicable.
 - Repairing damages or arranging for this to be done;
 - Constructing apparatus and equipment, using CPD to improve equipment and practicals.
 - Purchase of sundries from local supermarkets
- Routine maintenance of science laboratories and preparation rooms, their equipment and services:

- Maintaining laboratory clean and tidy in conjunction with the teacher in charge of the room;
- If necessary, assist with the cleaning of chemical spillages;
- Storing materials tidily;
- Cleaning of equipment and arranging a schedule for the coordination of this;
- Looking after plants and other organisms kept by the department;
- Cleaning of safety screens, fume cupboards and other items.
- Carrying out safety checks on equipment, e.g., Bunsen tubing etc
- Maintaining the stocks of science chemicals and equipment, for example:
- Stocktaking of chemicals, consumables, stationery, books and breakable items;
- Advise Science Leadership team on stock replacement needs;
- Ordering of the above
- Checking deliveries
- **Health and Safety**
- Actively contribute to the assessment, monitoring and review of both health and safety procedures and information resources.
- Keep up to date and share best practise internally on current procedures and practises through continuing professional development.
- Provide technical advice and support on health and safety issues to teaching and trainee technical staff.
- Demonstrate the safe treatment and disposal of used materials including hazardous substances and respond to actual or potential hazards.
- Assist in the healthy and safe storage and accessibility of equipment and materials.
- Keep up to date with health and safety requirements and with developments in practical science.
- Give health and safety advice to technical staff, teachers and pupils.
- Assist with the disposal of waste materials.
- Organise, store and check the condition of chemicals and equipment.
- Report any major repairs required to Science Leadership.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Have knowledge of health and safety within the store rooms and workshops.
- Co-operate with the employer on all issues to do with health, safety and welfare.

General Duties:

- To support Academy and STEM activities, attending appropriate Academy events and trips.
- Any other duties deemed reasonable, as directed by the principal.

General Responsibilities of all Beamont Collegiate Academy Support Staff:

- a) To work consistently to uphold Academy's aims.
- b) To work in a co-operative and polite manner with all stakeholders.
- c) To work with students and parents in a courteous, positive, caring and responsible manner at all times.
- d) To take an active and positive role in the Academy's commitment to developing staff, and the annual review procedures.
- e) To work with visitors to the Academy in such a way that it enhances the reputation of the Academy.
- f) To seek to improve the quality of the Academy's service.
- g) To present oneself in a professional way that is consistent with the values and expectations of the Academy.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed provided that responsibilities remain in line with the grade. Consequently, the Academy will expect to revise this job description from time to time and will consult the post holder at the appropriate time.

PERSON SPECIFICATION

Criteria		Essential	Desirable	Assessment Method
Qualification and Relevant Experience				
1	Good levels of literacy, numeracy, and ICT competence.	X		A/I
2	Qualifications in science at GCSE or A Level (or above).		X	A/I
3	Ability to prioritise tasks, plan ahead and have a readiness to work flexibly.	X		A/I/T
4	Willingness to undertake CPD, first aid/ health and safety related training courses relevant to science.	X		A
5	Ability to source and relay accurate information in order to offer advice and guidance pertaining to scientific experiments.		X	A/I
6	Some knowledge of safe working practices in relation to the preparation, usage, and handling of scientific equipment.		X	A/T
7	Ability to carry out risk assessments in relation to laboratory work and follow health & safety policy.		X	A/I/T
8	Willingness to support and contribute to academy events in and out of school time.		X	A
9	Experience of working within an educational setting.		X	A
Competencies				
10	Excellent organisational skills.	X		A/I
11	Energy, enthusiasm and drive.	X		A/I
12	Ability to work under pressure.	X		A/I
13	Team player.	X		A/I
14	Discretion, courtesy, honesty and integrity.	X		A/I
15	Reliable, punctual, diligent and well-organised.	X		A/I
16	Excellent role model for young people and for staff.	X		A/I
17	Committed to providing the best for all pupils.	X		A/I

18	Commitment to safeguarding and the welfare of pupils.	X		A/I
19	Willingness to be involved in the wider life of the school.		X	A/I
Commitment to Equal Opportunities				
24	Understanding of and commitment to the principles and practice of equality, diversity and inclusion, both in relation to employment issues and to service delivery	x		A/I

Key: A = Application; I = Interview; T = Task

NOTE TO APPLICANTS:

Whilst all points on the specification are important, those marked as 'essential' are the key requirements for the role. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.