



# Brighter Futures Learning Partnership Trust

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## Job Description

**JOB TITLE: Science Technician**

**BAND: Grade 8 Scale Point 21-28**

**RESPONSIBLE TO: Curriculum Director of Science**

### **Overall Responsibility:**

To take a lead role in providing technical support to the Science Department and assist in the preparation, organisation and maintenance of materials and resources, advising the Curriculum Director regarding all technical matters in a subject area.

Liaising with the Curriculum Director to co-ordinate the use of resources and practical facilities (including ICT and A.V.) and provide assistance and advice in the practical needs of the science curriculum, including liaising with teaching staff and associate staff outside the department.

### **Key Responsibilities**

- Advise and assist with, KS4 and A level experiments including assessed coursework practicals.
- Preparation of solutions and resources including assembling apparatus and testing of solutions.
- Obtaining materials by local purchase.
- Carrying out risk assessments for technician activities.
- Trialling of practical activities.
- Providing technical advice and support to trainee teachers, teachers, and students and carrying out demonstrations where appropriate.
- Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources.
- Keeping up to date with health & safety requirements and with developments in practical science (attending courses & reading publications etc.).
- Liaison with CLEAPSS, ASE and other relevant professional organisations.
- To ensure the maintenance of a healthy & safe working environment through keeping up to date with current procedures and practices through continuing professional development.
- The healthy, safe storage and accessibility of equipment and materials including the disposal of used materials (including hazardous substances) and responding to actual or potential hazards.
- Lead in class demonstrations to support teachers.
- To assist the Curriculum Director in the day-to-day organisation and development of trainee/newly recruited technicians to ensure that essential performance standards are achieved.

- To contribute to the design, development and maintenance of specialist resources and/or long-term projects including curriculum modifications
- To assist the Curriculum Director in ensuring the availability of suitable materials and equipment or helping to compile orders and liaising or negotiating with suppliers including sourcing, costing and suggesting economic alternatives to maintain stock levels.
- Keeping up-to-date records of stock.
- Develop training materials and deliver training for Engineering and Science teachers linked to Health and Safety.
- Schedule equipment maintenance and ensure safety training for all relevant staff.
- To ensure that both routine and non-routine checking cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
- To maintain the data logging equipment, to assist and advise in its use.
- Line manage the Engineering technician.
- Oversee the completion of risk assessments for the Engineering department.

#### **OTHER DUTIES AND ACCOUNTABILITIES**

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Designated Safeguarding Lead (DSL).
- Adopt flexible working practices where required.
- To attend team meetings, staff meetings and school events as directed.
- Ensure compliance with your responsibilities as laid out in the school's equal opportunity policy and take an active role in promoting equality and diversity.
- Take part in performance appraisal.
- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with its level of responsibility as and when required and with agreement.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Act as a Fire Marshall if required (training given).
- Act as a First Aider if required (training given).
- Participate in training and other learning activities and performance development as required.
- To respect the confidentiality of all information relating to pupils, staff and their families.
- The duties of the post outlined above are not exhaustive, and the post holder will be expected to be cooperative and flexible, undertaking such other duties as may reasonably be required.

**Any other duties as reasonable required by a member of the Senior Leadership Team**

**Doncaster UTC is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with the Disclosure and Barring Service.**



## How to Apply

Thank you for considering joining our trust. If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form (**CV's will not be accepted for this post**) and add a concise letter of no more than two sides of A4 addressing the following:

- why you are applying for this position
- how your experience to date will enable you to successfully take on the role.

Closing date for applications is Monday 2<sup>nd</sup> June 2025.

Interviews will be held on Thursday 5<sup>th</sup> June 2025.

\*Please note that if you have not been contacted by Wednesday 4<sup>th</sup> June 2025, you have not been shortlisted for interview.

## Good luck with your application.