



## **Science Technician**

**Queen Elizabeth's Grammar School, Ashbourne Academy**

**Full Time 37hours per week/Part time would also be considered.**

**40 weeks per year**

QEGSMAT are seeking to appoint a Science Technician on a permanent basis to contribute towards effective teaching and learning by providing technical support to the Science Department.

At QEGSMAT we believe and promote that exceptional workforce create exceptional results; they transform lives and transform futures. They support every pupil to achieve their full potential and become a confident, resilient and compassionate individual who can make a positive contribution to society.

QEGSMAT is responsible for providing first-rate training and development to all of our staff within this evolving Trust. Relevant training will be available for the right candidate for this role. We are committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

We are committed to the protection of children and vulnerable adults. Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Appointment is subject to a clear DBS check to an enhanced level.

If you wish to apply for this position, please visit our QEGSMAT website where you can apply via TES. <https://www.qegsmat.com/currentvacancies/>.

**Closing date for applications: Tuesday 14<sup>th</sup> December 2021 09:00am**

**Interview date: Monday 20<sup>th</sup> December 2021**

**Actual Salary: Scale 3 (19,312 – £19,698 FTE)**

**Start Date: W/C 24<sup>TH</sup> January 2022**



## **JOB DESCRIPTION**

<b>Post Title:</b>	Science Technician
<b>Responsible to:</b>	Senior Science Technician
<b>Scale:</b>	Scale 3 (19,312 – £19,698 FTE)
<b>Weekly Hours:</b>	37 hours per week/Part time would also be considered
<b>Weeks Per Annum:</b>	40

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### **Post Objectives:**

- Contribute towards effective teaching and learning by providing technical support to the Science Department.

### **Duties and Responsibilities:**

- Prepare materials and set up equipment, ensuring that it works satisfactorily for Science classes;
- Assist teaching staff, as required, with class practical work;
- Clean glassware and other equipment;
- Put away equipment and materials, disposing of used materials and chemicals in a safe manner and to maintain hygiene (including cleaning of sinks) and safety standards in laboratory and preparation areas;
- Operate a safe and secure system for the storage of equipment and materials, ensuring they are readily accessible;
- Observe safe working practice in accordance with the school's Health and Safety Policy and COSHH guidelines;
- Monitor levels of stock, assist with regular checks as required, and to order new stocks, ensuring best value, and to check deliveries;
- Manage the department's inventory of equipment and materials and place orders on the system;
- Assist in maintaining appropriate records, statistics and filing systems;
- Maintain apparatus and equipment in good working order and to organise repairs or specific maintenance;
- Assist teaching staff with the general running of practical work sessions in a support capacity;

- Liaise with teaching staff to develop new practical ideas and advise on schemes of work;
- Advise teaching staff on potential problems with equipment;
- Ensure the laboratory environment is clean, safe and orderly at all times;
- Prepare display materials as requested and maintain interesting and stimulating displays in laboratory areas.

## **METHODS OF WORKING**

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



**QEGSMAT**

## Person Specification

	Essential	Desirable	Evidence
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Systematic and practical with strong organisational skills</li> <li>• Effective communication skills</li> <li>• Ability to work as part of a team or independently</li> <li>• Ability to work with diverse groups</li> <li>• Confident use of ICT</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Application form</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Health &amp; Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Procedures within a Science Laboratory environment</li> <li>• Understanding of COSHH &amp; CLEAPPS regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Application form</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of record keeping and stock control</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a Science Laboratory environment</li> <li>• Experience in working with chemicals and scientific equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Certificates</li> <li>• Interview</li> <li>• Application form</li> </ul>

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• 5 GCSE's grade C or equivalent with a least one in a science subject</li> <li>• Good numeracy, literacy and</li> <li>• ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised relevant qualifications</li> <li>• First Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Certificates</li> <li>• Interview</li> <li>• Application form</li> </ul>
<b>QUALITIES</b>	<ul style="list-style-type: none"> <li>• Flexible, innovative and willing to embrace new ideas</li> <li>• Enthusiastic and self-motivated</li> <li>• Willing to develop through appropriate CPD opportunities</li> <li>• Ability to develop and maintain effective working relationships within differing contexts</li> <li>• Efficient organisation</li> <li>• Commitment to the highest standards of child protection</li> <li>• Recognition of the importance of personal responsibility for Health &amp; Safety</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Application form</li> </ul>

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

Signature \_\_\_\_\_

Date \_\_\_\_\_