



King's Academy Binfield & King's Academy Oakwood

Job Description

Science Technician

THE ROLE:

Under the (overall) control of the team-leader / senior technician, to 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. The role requires someone who is self-sufficient but works well within a team. The successful candidate will have an eye for detail and good problem solving skills. A scientific background and experience working within a secondary school setting are both desirable. Other necessary qualities include confidentiality, efficiency and being able to work on your own initiative and under pressure and a willingness to contribute to the wider life of King's Academy Binfield and King's Academy Oakwood.

The purpose of the role / Key responsibilities:

To ensure the maintenance of a healthy & safe working environment through:

- Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources;
- Keeping up to date with current procedures and practices through continuing professional development;
- the provision of technical advice and support on health & safety issues to teaching and trainee technical staff;
- the safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards; • the healthy & safe storage and
- the healthy & safe storage and accessibility of equipment and materials.
- To contribute to the design, development and maintenance of specialist resources and/or long-term projects;
- To support senior technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date stock records;
- Under the (overall) guidance of the team-leader technician, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.

Key Activities and Accountabilities

- Preparation of resources, assembling apparatus.
- Obtaining materials by local purchase.
- Giving technical advice to teachers, technicians and pupils / students.

- Carrying out risk assessments for technician activities.
- Assisting in practical classes & carrying out demonstrations.
- Keeping up-to-date with health & safety requirements and with developments in practical science. (Attending courses & reading publications.)
- Giving health & safety advice to technical staff, teachers and students.
- Disposal of waste materials.
- Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks, etc.
- Organizing, storing and checking the condition of chemicals and equipment.
- Attending department meetings.
- Constructing & modifying apparatus.
- Setting up and caring for plant and animal collections.
- Preparing standard solutions, purifying chemicals, treating waste.
- Checking stock, ordering. Keeping stock records. Maintaining resources.
- Collecting, checking and returning equipment to stores.
- General laboratory cleaning of bench surfaces and fixed equipment.
- Cleaning and repair of equipment

SUPPORTING THE ACADEMY

At an appropriate level, according to the job role, grade and training received, all employees in the academy are expected to:

- Support the aims, values, mission and ethos of the academy and participate in a team approach to all aspects of school life;
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop;
- Take appropriate responsibility for safeguarding and student welfare and be aware of confidential issues linked to home/student/teacher/school and keep confidences appropriately;
- Be aware of health and safety issues and act in accordance with the academy's Health and Safety Policy.

OTHER DUTIES

- The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties
- To embody the academy's values both on and off site.

As a new academy, job roles will evolve as the school grows and develops. The above list is not exhaustive and may be subject to amendment in due course in discussion with the relevant employee.