



Senior Science Technician

We are looking to recruit an exceptional candidate for the role of Science Technician to join our growing team at Livingstone Academy Bournemouth.

Contract type: Permanent, Term time only.

Hours: 8:15am - 3:15pm (FTE: 0.752)

Salary: Grade F (points 12-17) £28,979 - £31,435 per annum (pro rata);

Actual salary: £24,816 - £26,919

At Livingstone Academy, we are passionate about excellence in education, giving pupils the very best start in life with a firm belief that aspirational teaching transforms lives. Our core belief is that for all students to have high aspirations, they must believe in themselves (SELF WORTH), be actively engaged in their learning (ENGAGEMENT) and see the connection between what they learn today and who they want to become tomorrow (PURPOSE). Livingstone Academy is part of Aspirations Academies Trust, who sponsor primary and secondary academies located across the UK.

We are looking to appoint a highly motivated, creative and enthusiastic person to join our happy, successful and forward-thinking school. We need colleagues who are ready to think big, improvise and learn alongside students; people who will strive to reach students in a flexible, progressive environment, which breaks the traditional walls between school and the world outside.

We can offer the right candidate:

- happy, well-motivated and engaged children, who are keen to learn;
- an experienced, hardworking and supportive team;
- a fun, friendly and supportive staff;
- pupils with excellent attitudes to learning and outstanding behaviour;
- wide opportunities and specialist training for professional development within our Trust;
- a proactive approach to staff well-being, work-life balance and care for each person as an individual;
- an impressive new school building and stimulating learning environments.

If you:

- want to inspire future generations;
- have high expectations and a commitment to ensuring all children succeed;
- wish to work in a happy, friendly school with a positive attitude;
- work well in a team to support and learn from others;
- are able to bring energy and enthusiasm to the role.

Livingstone Academy and Aspirations are committed to children's safety and safeguarding; DBS disclosure requirements will apply to this post. View our Child Protection Policy on the school website. Aspirations Academies Trust and Livingstone Academy are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, and Enhanced DBS check and satisfactory references.



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If you fit the qualifications above and are looking for a forward-thinking, innovative institution that embodies visionary leadership and embraces diversity, then LAB is the place for you!

Please do not hesitate to contact us. We would love to meet you and show you around our amazing Academy site. Please contact our office by email office@livingstone-aspirations.org, if you have any questions about this role.

I look forward to hearing from you and reading your application.

Kind regards,

Mrs Jennifer Warr
Acting Principal



Senior Science Technician

Job Description

The **Senior** Science Technician is directly accountable to the Head of Department, to contribute to the educational success of the Department within the overall framework of the Aspirations Academies strategic plan as well as the individual Livingstone Academy Bournemouth strategic plan.

The Senior Science Technician is responsible for contributing to the effective day to day operation of the Science Department, whilst fully supporting the Head of Science to ensure an effective educational provision.

To provide specialist technical support to teaching staff within the designated work area and to ensure the safe and proper use and maintenance of resources and equipment. The specialist technical knowledge and skills will support a variety of teaching activities, including more advanced work with post-16 examination courses.

- Under the general direction of the Head of Department to take a lead role in the design, development and maintenance of any specialist equipment or other resources to support teaching and learning activities.
- To prepare and maintain classrooms, laboratories and prep rooms, and materials for use by staff and pupils ensuring that an orderly, safe and healthy environment is provided for teaching activities.
- To contribute as appropriate, by supervising and advising on the proper and safe use of materials for practical activities, including teacher directed support for individual pupils if appropriate and assist with demonstrations.
- To maintain and undertake reasonable repairs to equipment where practical to do so or arrange alternative servicing by approved contractors.
- To be responsible for the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures.
- To maintain appropriate records for the control and allocation of relevant equipment and resources.
- To undertake ordering and stock allocation activities and maintain appropriate records.
- To support teaching staff with the organisation and preparation of displays of subject materials or pupils' work.
- To provide line management, coaching, and development to the Science Technician(s) within the department.
- Carry out risk assessments for technician activities.
- To provide specialist technical support to teaching staff, ensuring a safe, orderly, and healthy environment for practical activities and advanced post-16 examination courses.
- To maintain a good understanding of the Science GCSE and A-Level specifications that the students are studying.
- To ensure that Health and Safety requirements and other relevant regulations (e.g. COSHH) are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.
- To carry out administrative/clerical tasks as required.

Staff Development and Line Management

- Coach, train, develop, and line-manage the Science Technician(s) within the department.
- Undertake Performance Management Reviews and annual appraisals for reporting technician staff.
- Promote teamwork and motivate staff to ensure effective, collaborative working relations within the technical team.



Preparation of Science Materials and Equipment

- Carry out robust risk assessments for technical and practical activities.
- Oversee the preparation, assembly, and setting up and delivery of experiments, chemicals, solutions, apparatus, and equipment for demonstrations and practical lessons as requested by teaching staff.
- Arrange for technical apparatus, worksheets, books, and audio-visual aids to be readily available for lessons, and ensure individual components are checked in and out for class use.
- Ensure all apparatus, equipment, and chemicals are returned to safe storage as soon as practicable following lessons.
- Liaise closely with teaching staff regarding the use of stock and equipment, proactively advising them of any logistical problems or safety aspects.
- Construct specialist apparatus and equipment, or arrange for the repair and servicing of damaged equipment via approved contractors.

Maintenance of Laboratories and Preparation Rooms

- Maintain the cleanliness, safety, and tidiness of laboratories and preparation rooms in conjunction with the teacher in charge and the Site Manager.
- Ensure the regular cleaning and maintenance of sinks, bench tops, goggles, safety screens, fume cupboards, and other specialised items.
- Manage the safe containment and disposal of hazardous waste products in strict accordance with relevant regulations, COSHH guidelines, and school procedures.
- Oversee the care and maintenance of any living animals, insects, and plants kept within the department for educational purposes.
- Carry out regular safety checks on all departmental equipment and services.

Resource and Stock Management

- Lead the procurement of materials, chemicals, consumables, stationery, and equipment for science lessons, including purchasing sundries from local sources when required.
- Maintain an accurate, up-to-date inventory and database of all departmental supplies and resources.
- Assist the Head of Science in identifying physical resource needs and contribute to the efficient, cost-effective allocation of the department's budget.
- Co-operate with other school staff to ensure the shared and effective usage of physical resources to the benefit of the Academy and its students.

High Standards Maintenance

- Help implement and strictly adhere to Academy quality procedures and performance criteria.
- Contribute to the ongoing monitoring and evaluation of the science subject area against agreed performance criteria, seeking or implementing operational modifications and improvements where required.
- Support teaching staff with the organisation and preparation of vibrant displays of subject materials and pupil work.

Managing Effective Communications

- Communicate and co-operate professionally with external bodies or persons outside the Academy under the guidance of the Head of Department.
- Follow all agreed policies for internal and external communications within the Academy.



- Take an active part in school marketing and liaison activities, such as Open Evenings, Parents' Evenings, and liaison events with partner schools.

Student Support Duties

- Alert appropriate teaching or pastoral staff to any safety, behavioral, or personal problems experienced by students during practical lessons, offering recommendations for resolution.
- Apply the Academy's Behaviour Management systems consistently so that a safe, effective learning environment is maintained.
- Have regard for the statutory provisions regarding safeguarding and promoting the welfare and wellbeing of children.

General and Professional Expectations

- **Personal Development:** Actively engage in the Academy's annual performance review and appraisal process, addressing targets set by the line manager each Autumn Term and continuing personal professional development.
- **Academy Life:** Play a full part in the life of the Academy community, actively promoting its corporate policies, distinctive aims, dress code, and ethos.
- **Attendance:** Maintain an excellent record of attendance and punctuality.
- **Professional Courtesy:** Be consistently courteous to colleagues and provide a welcoming, professional environment to all visitors and callers.
- **Flexibility:** Comply with any reasonable request from a manager to undertake work of a similar professional level that may not be explicitly specified in this job description.

General

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Conditions of Service

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the AAT

Special Conditions of Service

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate, the nature of such conviction/s.

Equal Opportunity



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The post holder will be expected to carry out all duties in the context of and in compliance with the academy's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve.