# G:\My Drive\My Documents\My Pictures\Logos\Greensward Find your Remarkable Logo.fw.pngAcademies Enterprise Trust

**Job Description**

**Job Title: Science Technician**

**Location: Greensward Academy**

**Hours of work: 37**

**Reports to: Senior Science Technician**

**Director of Science**

**Purpose of the Role:**

The role of the technical staff is to support teachers in the provision of a high quality education for all pupils, assisting them in the attainment of school and departmental aims. Technicians should be aware of school policies, especially those relating to health and safety, pupils and staffing. They should have an understanding of legal requirements relating to the use of scientific equipment and materials; especially those which represent a potential risk to students and staff.

**Responsibilities:**

To ensure the efficient preparation and organisation of equipment for lessons as required.

1.2 To clean equipment and laboratories after each lesson and any chemical spillages when they occur.

1.3. To ensure safe storage and use of laboratory equipment.

1.4 To support teaching staff and pupils during lessons and also to assist supply teachers in the setting up of equipment.

1.5. To assist in preparing lesson materials in other departments as required.

1.6 To refer stock requirements to the Senior Science Technician

1.7 Undertake routine photocopying of worksheets when required.

1.8 To report to the Senior Science Technician any potential health and safety hazard e.g. gas or fume problems that may occur.

1.9 To assist in ensuring the safe conduct of pupils in the department.

1.10 To safely dispose of waste chemicals and biological materials.

1.11 To administer remedial first aid as required.

1.12 To carry out basic safety checks.

1.13 To repair, maintain and if required construct or arrange the construction of equipment as required.

1.14 To check materials before and after lessons.

1.15 To advise teachers about problems with apparatus.

1.16 To ensure standard risk assessments are issued with equipment.

1.17 To take particular responsibility for areas as designated by the Senior Science

Technician.

1.18 To undertake such other duties as may be reasonably required, having regard to the purpose and grade of the post.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. **(Please delete as appropriate)**

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues. **(Please remove for non admin roles)**

6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

7. Post holder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title: Science Technician**

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| --- | --- | --- | --- |
| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications & Experience** |  | * GCSE / A Levels in Chemistry | * Chemistry Qualification * University graduate |
|  |  | * Good levels of literacy & numeracy | * Has some understanding of a school environment |
|  |  | * Good levels of literacy & numeracy | * Has some understanding of a school environment |
| **Skills** | Line management responsibilities (No.) |  |  |
| Forward and strategic planning |  |  |
| Budget (size and responsibilities) |  |  |
| Abilities | * Attention to detail * Excellent organisational skills * Ability to be methodical and carry out tasks * Ability to work under pressure * Ability to be self – motivated * Flexibility |  |
| **Personal Characteristics** | Behaviours | * Good communication skills * Ability to work as part of a team * Ability to learn and aquire new skills |  |
| Values | * Ability to demonstrate, understand and apply our values   + Be unusually brave   + Discover what’s possible   + Push the limits   + Be big hearted |  |
| **Special Requirements** |  | * Experience of working with children * Knowledge of Microsoft Office – MS Word, MS Excel & Google docs * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Evidence of a commitment to promoting the welfare and safeguarding of children and young people * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |