

Science Technician Job Description

Job Title	Science Technician
Salary	GR4/5
Reporting to	Senior Science Technician
Location	Stratford, Newham, London
Type of position	Term time plus 1 week.
Hours	30 Hours 8 am – 2.30pm Monday to Friday (0.5hour unpaid lunch) The postholder must be in school for the exam results in August.
Child Protection	All members of staff must comply with LAE's Safeguarding & Welfare Policy. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety and welfare of our students, these concerns must be reported immediately in accordance with the safeguarding policy.

The London Academy of Excellence is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Job purpose

- To ensure that the Science Preparation area is clean, tidy, and well organised at all times.
- To provide a laboratory and technical support for science teaching.
- To promote and observe a healthy and safe working environment for the science departments.
- To ensure the science team is resourced, organised, and developed to meet the performance standards required by the department.
- To maintain the laboratories and preparation rooms and their contents.

Key responsibilities of a Science Technician will include

- Assisting the Senior Science Technician in delivering support to the Lead Teachers of biology, chemistry, and physics in coordinating the use of, and development of, practical resources and facilities meeting the practical requirements of the science curriculum.
- Ensure that the Science preparation room and laboratories are well stocked, clean, tidy and well organised.
- Ensure that the science team is resourced, organised, and developed to meet the performance standards required by the department.
- Assisting the Senior Science Technician in setting up and monitoring systems used in the management and control of practical resources.
- Arrange the collection of specimens for curriculum purposes.
- Ensure correct use and simple maintenance of audio-visual aids specific to the science department in consultation with relevant staff.
- Maintain specialist resources for the science department, including animal and plant collections, and observing Home Office regulations governing the same.
- Work consistently and effectively with minimal supervision to appropriate standards and protocols.
- Apply safe working practices.
- Demonstrate effective and appropriate communication skills.
- Demonstrate an ability to work effectively with others.

Health & Safety

Under the guidance of the Senior Science Technician;

- Operate and monitor systems for the safe storage of equipment, apparatus, and materials, including chemicals.
- Arrange for the disposal of waste laboratory materials, including chemical and biological waste.
- Ensure satisfactory maintenance of laboratories, storage rooms and preparation rooms, and liaison on safety and relevant legal requirements.
- Ensure the provision of apparatus and materials for microbiological, radioactive, and chemical work, and compliance with COSHH regulations governing the same.
- Ensure that apparatus, equipment, and tools are appropriately maintained and issued.
- To raise concern on safe working practices and problems relating to health and safety, in particular the use of apparatus and equipment.
- Maintain a resource bank of safety information.
- Provide first aid treatment for minor laboratory injuries and maintain first aid equipment in laboratory areas.

General

- Be flexible within the broad remit of the post.
- Attend school events as required.
- Attend training sessions and meetings as required.
- Ensure compliance within the school of data protection regulations.
- Following direction from line manager, to seek, consider, and act upon professional support and advice as required.

The role has the following additional responsibilities, in common will all staff at LAE:

- Creating an effective rapport and a sound relationship with all LAE students, earning their respect and trust but maintaining proper professional boundaries by not deliberately courting popularity or friendship;
- Contributing to the establishment and maintenance of a caring, positive, safe, and stimulating environment for each student at LAE;
- Prioritising at all times the safety and well-being of the students by following the welfare & safeguarding policies;
- Attending training days in reasonable proximity to the start or end of the LAE terms (usually, within four working days of the published term dates), and demonstrating a personal commitment to be fully up-to-date with training;
- Maintaining effective and harmonious professional relationships with colleagues, in particular by the retention of a sense of perspective and, on occasion, the invaluable ability to laugh at oneself;
- Looking after one's physical and emotional well-being, and not being reluctant either to ask for help or support, or to accept and reflect upon it when it is offered;
- Fulfilling any other reasonable duties, as requested by the Headteacher or the Business Director.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions may be reviewed to ensure they are an accurate representation of the post.

Child Protection

LAE 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 past employers, and an enhanced DBS disclosure.

All employees must comply with the "LAE Safeguarding and Promoting Welfare of Children Policy." If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our students, these concerns must be reported immediately in accordance with the policy.

Person specification

Essential professional criteria	How these will be confirmed
Minimum of 3 GCSE's Grade C or above or the equivalent. Must include Maths, English & Science	Sight of original exam certificates will be requested.
Ability to work to deadlines.	Application, Interview
Ability to be self-motivated	Application, Interview
An absolute commitment to LAE's vision, and the ability and imagination to bring it to life.	There will be opportunities at interview to discuss experiences that demonstrate this. Referees will be asked about this.
The ability to establish good relationships with colleagues and young people.	There will be opportunities at interview to discuss experiences that demonstrate this. Referees will be asked about this.
The willingness to reflect constructively on former or current practice, and to incorporate new ideas and approaches.	Applicants will be asked to discuss experiences that demonstrate this. Interview questions will explore this.
Commitment to supporting the extra- and co-curricular vision of LAE.	There will be opportunities at interview to discuss experience of participation in or leadership of such activities. Referees will be asked about this.
Awareness and understanding of the safeguarding of young people.	Interview questions will explore applicants' attitudes and knowledge of this. Referees will be asked about this.
Willingness to undertake a first aid qualification.	Interview questions will explore this.

Desirable professional criteria	How these will be confirmed
A level / BTEC level 3 qualification in science.	Sight of original exam certificates will be requested.
Working in a laboratory environment.	Application, Interview
Health and Safety knowledge including CLEAPSS	Certification
First Aid Qualification	Certification
Experience working in an education establishment.	Application, Interview
Experience working in a similar role.	Application, Interview
Experience of working with young people in an academically ambitious environment.	There will be opportunities at interview to discuss experiences that demonstrate this.
Experience of working with young people from diverse socio-economic and cultural backgrounds.	