



Job Vacancy: Science Technician

Dear Applicant,

Thank you for taking the time to consider us as you plan to take the next step in your career. As a prospective colleague, we invite you to apply to join our friendly department of five scientists at Baleares International College. If you have a passion for practical science as well as working with children, do read on.

You are joining us at an exciting time as we are in the process of developing a whole school science mastery curriculum, underpinned by working scientifically skills and driven by a vision that science offers something for everyone. As such, we are looking for a colleague who would be central to our endeavour as we seek to offer the best practical provision and support possible for our students and staff.

Our team is looking to appoint an enthusiastic and highly organised science technician to join the science department. Predominantly, the role will provide technical support to the science department with duties including the preparation and support of science practicals across all three sciences from Year 6 through to Year 13, whilst also being responsible for the organisation and maintenance of specialist equipment and resources. While the majority of this role will involve working behind the scenes to support practical provisions in the class, we would be especially keen to hear from candidates who are keen to work with students to develop scientific skills. For the right candidate, there will be opportunities for in-class support, working as a team to support the students as they investigate science on their own terms.

This is an ideal career opportunity for a recent graduate, an experienced technician, or someone looking for a career change who would be keen to develop the knowledge and skills required to work in a laboratory. With that in mind, there will be training available to support you as you take the next step in your career.

The most important resource in any department is its staff and we attribute the success of the science department here at Baleares International College to our committed and enthusiastic staff.

This is a fantastic opportunity to be part of a thriving, forward thinking school as we seek to deliver the absolute best science education for our wonderful students.

You will be...

- passionate about working with students
- flexible
- a recent graduate or an experienced technician or someone looking for a career change (if you believe that you have the skills and attributes, please do apply)
- keen to be play a part in our journey to giving the students the absolute best science provision
- knowledgeable about health and safety (risk assessment) procedures
- able to speak some English (or keen to learn)

We can offer...

- a friendly and supportive working environment
- an induction programme and the opportunity to engage in further professional development
- an opportunity to help shape the practical provision for students here at Baleares International College
- an opportunity to work in the classroom with your colleagues and our students
- a commitment to work-life balance

Once again, thank you for taking the time to consider us. Should you wish to join us, write to our Head Teacher, Ms Alison Colwell at alison.colwell@balearesint.net together with a letter of application outlining why you would be the best person to join our team together with your CV. Should you wish to find out a little more about the role, feel free to contact me, Mr Drew Wolfenden at drew.wolfenden@balearesint.net



All the very best with your application. We look forward to meeting you to learn a little more about how we can work as a team to support our students here at Baleares International College.

Mr Drew Wolfenden
Head of Science Department

Job Specification

Main Duties and Responsibilities

1. Preparation and assembly of apparatus and components for demonstration, class practical work, assessments and examinations.
2. To prepare solutions and materials.
3. To ensure equipment and electrical connections, chemical solutions and other materials are left/stored in a safe and secure condition, ready for re-use.
4. To undertake minor repairs and modifications when necessary (and safe to do so) and to assist in the construction of apparatus.
5. Be responsible for the safe working of appliances.
6. Where applicable, to undertake reprographic duties and routine 'resource' tasks, as determined by the needs of the Science Department (this is not routine and would only be asked in relation to the whole cohort copying for exams and similar).
7. To assist in maintaining records of apparatus, reagents and materials, including inventories and records of breakages.
8. To inform the teacher in charge of stock to be replaced/ordered by maintaining a shared inventory.
9. To pack/unpack and check apparatus upon delivery and to store safely and inline with health and safety requirements and chemicals.
10. Monitor and manage stock cataloguing resources and undertaking audits as required.
11. Purchase of consumables from local shops when required by liaising with our finance department.
12. To clean apparatus as directed and to clear out cupboards, drawers, etc. on a regular basis to monitor contents and condition of stock.
13. To lead stock taking as required in planning for forthcoming academic years.
14. The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages, including the cleaning of glassware, other equipment and acids/alkalis.
15. Filing of paper resources on return to the preparation room and duplication of resources as required.
16. To follow a booking system for class practicals that will be developed with your input so that the job is manageable and safe. We welcome your opinions regarding how we can give our students the best possible provision.
17. To deliver class practicals to classrooms on a trolley in a safe and timely manner (including taking away used practicals and chemicals for safe disposal).
18. To undertake general tasks within the Science Department such as portering and handyperson duties, including transporting supplies within the school, collection of materials locally, general maintenance of laboratories, preparation and safe store rooms.
19. To support in class (when your timetable and technical demands permit) during class practicals. This is an essential STEM job here at BIC and we want the students to meet you and learn from you.

Health and Safety and Compliance

1. To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work.
2. To contribute to safe working practice in preparation/storage/teaching areas.
3. Assessment of risks for technician activities.
4. To support the development and implementation of COVID procedures to encourage practical science in school.
5. Maintain a CLEAPSS folder of student safety sheets that are available for students and staff.
6. Advising staff on safety issues and trialling practical work where necessary.



7. To assist in maintaining all safety equipment used by technicians, teaching staff and students to the highest standard.
8. To assist in the safe disposal of residues and outdated stock following approval and advice from senior personnel.
9. Ensuring the safe storage of radioactive materials, chemicals and the disposal of chemical and microbiological waste.
10. To ensure that any scientific debris or hazardous materials/spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others. To deal appropriately with spillages during practical activities.
11. Helping to ensure that COSHH regulations are carried out in the department and that attention of staff is drawn to relevant health and safety guidance.
12. Maintenance of laboratories and preparation rooms to ensure a clean, safe and orderly environment, including simple DIY work and the checking and maintenance of eye protection.
13. To assist in maintaining all living organisms in a safe, healthy condition for observation and experimental purposes. Where applicable, to assist in the collection of dissection specimens.
14. To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:
 - a. Equal Opportunities
 - b. Health, Safety & Welfare
 - c. Child Protection & Safeguarding
 - d. Data Protection and GDPR
 - e. Risk Management

Support for the School

1. To assist with practical examinations as may be required.
2. To invigilate examinations as directed by the Examinations Officer as required.
3. Recognise own strengths and areas of expertise and use these to advise and support others.
4. Participate in training and other learning activities and performance development as required.
5. Assist with the provision of out of school learning activities e.g. clubs, extra-curricular activities within guidelines established by the school where possible.
6. Contribute to the overall ethos/work/aims of the school.
7. Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of students.
8. Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
9. Liaise between managers/teaching staff and support staff.
10. Attend regular team meetings and briefings with department and whole staff.
11. Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Head of School.

Auditing

1. Ensure an up to date and safe inventory is maintained. Liaise with the local authorities regarding the disposal of chemicals.
2. Manage school's equipment cleaning audit.
3. To assist with the production of an annual audit of the Science equipment.

General

1. Take responsibility for your own professional development, continually keep updated about new initiatives in Science, and contribute to the School as a learning organisation.



2. To contribute to the Health and Safety of students and other staff in accordance with Health and Safety regulations.
3. Manage the effective implementation of projects and Science initiatives.
4. To undertake any other duties and responsibilities, which do not change the character and purpose of the post as directed by the Head of School.
5. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
6. To assist on school trips when required (within working hours).
7. Be aware of and support differences and ensure equal opportunities for all.
8. Contribute to the overall ethos/work/aims of the school.
9. Develop constructive relationships and communicate with other agencies/professionals.
10. Share expertise and skills with others.
11. Participate in training and other learning activities and performance development as required.
12. Recognise own strengths and areas of expertise and use these to advise and support others.

Working Conditions

13. Standing for extended periods of time.
14. Lifting and transporting of objects safely.
15. Ability to access the whole site to review/check science equipment.
16. Some work involving visual display units.
17. Evening work will be required from time to time to support events for which flexibility in working hours is desirable.



Person Specification & Employment Details	
Science Technician and Learning Assistant	
General	<ul style="list-style-type: none">• Enthusiasm for working with children• Enthusiasm for working in science• Experience working in science
Qualifications	<ul style="list-style-type: none">• Bachillerato or experience of being employed in science/laboratory settings• Degree in a science based subject (desirable, though do apply should you feel your experience is a close fit)
Experience	<ul style="list-style-type: none">• Experience working in science• Knowledge of health and safety procedures• Ability and enthusiasm to work jointly with colleagues• Relevant work experience with laboratory chemicals• Working with children
Knowledge	<ul style="list-style-type: none">• Knowledge of volumetric and quantitative techniques• Understanding health, safety and welfare regulations and best practice• Knowledge of particular subject/technical area• Knowledge of relevant policies/codes of practice/legislation• Full working knowledge of relevant policies/codes of practice/legislation• Evidence of further professional development (courses or training)
Skills	<ul style="list-style-type: none">• Excellent numeracy and organisational skills.• A working knowledge (or a commitment developing) of English for day to day written and spoken communication.• Excellent keyboard and data entry skills.• Effective communication skills to be able to develop open and constructive relationships with a wide range of young people and staff• Ability to prioritise effectively• Ability to relate well to people on all levels• Work constructively as part of a team, understanding School roles and responsibilities and your own position within these.• Ability to identify own and others' training & development needs and co-operate with appropriate individuals to address these• Ability to relate well to children and adults• Ability to interpret advice/statute and to devise policy/practice in the light of these
Personal Attributes	<ul style="list-style-type: none">• Commitment to the safeguarding of children and young people• To be organized and efficient• Ability to inspire students• Reliable and punctual• Have a polite, friendly and flexible approach to work• To have a good sense of humour• To follow instructions• To keep calm and professional at all times• Interpersonal – common courtesy, tact and confidentiality• Working in close proximity to and inspiring and motivating others
Hours and weeks	30 hours per week (term time only)
Line manager	Head of Science