

Academies Enterprise Trust

**Job Description**

**Job Title: Science Technician**

**Location: Andover, Hampshire, SP10 2PS**

**Hours of work: 37 hours per week, term time only**

**Reports to: Head of Science**

**Purpose of the Role:**

To achieve the highest standard of technical support for science lessons by providing a quality service to the teaching staff.

To support science teachers in their task of improving student attainment by showing expertise in safe running and maintenance of specialist equipment, up to date knowledge of health and safety procedures in specialist areas.

**Responsibilities:**

**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

**Duties:**

* The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.
* To undertake the preparation of chemical solutions.
* To undertake the general maintenance and cleaning of equipment.
* To collect and organise stored equipment and materials for class use.
* To prepare equipment and materials for class lessons and demonstrations.
* To check materials and equipment for damage before and after class use.
* To comply with the safe disposal of chemical and biological waste.
* To undertake the care of plants and specimens as required.
* To assist staff with practical work in class.
* To maintain clean glassware and equipment.
* To maintain and organise resources in Prep-Room and storage areas.
* To undertake the photocopying of paperwork for class use as required.
* To organise and keep records of testing on portable appliances.
* To maintain laboratories to ensure a clean, safe and orderly environment.
* To inform the site team of any repairs on specific maintenance as required.
* To liaise with teaching staff regarding any potential health and safety problems with equipment.
* To maintain an inventory of materials and equipment and associated stock taking duties.
* To assist with checking of deliveries.
* To clean science laboratory sink traps annually.
* To check, clean and retest Bunsen Burners.
* To arrange PAT testing with the site team when necessary.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
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 Academies Enterprise Trust at the reasonable discretion of the Principal.
5. 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.
6. Post holder may deal with sensitive material and should maintain confidentiality in all Academy related matters

***Winton Community Academy and Academies Enterprise Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***

**Person Specification**

**Job Title: Science Technician**

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * GCSE or NVQ 2 or equivalent or relevant experience * Excellent numeracy / literacy skills * Willing participant in development and training opportunities |  |
| **Knowledge/Experience** | Specific knowledge/  experience required for the role | * Previous experience of working in a science and/or technology environment * Previous experience of providing general technical/resource support * Awareness and understanding of safeguarding/child protection | * Working within a school environment and knowledge of the education system * Knowledge and understanding of Health & Safety * Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals |
| **Skills** | Line management responsibilities (No.) | None |  |
| Forward and strategic planning | None |  |
| Budget (size and responsibilities) | None |  |
| Abilities | * Ability to use relevant equipment/resources * Ability to meet strict deadlines with attention to detail * Good working level of literacy, numeracy and ICT skills |  |
| **Personal Characteristics** | Behaviours | * Methodical and organised with a conscientious and positive disposition * Ability to exercise discretion in dealing with confidential or sensitive matters at all times * Ability to work both independently and as an effective team member * Willingness to work flexibly and collaboratively as required to meet changing service needs |  |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people * Ability to travel as required |  |