**Post 31 JOB DESCRIPTION**

**Science Technician**

**Scale 3**

**Job Purpose**

* To deliver and develop technical services to the Science Faculty to support the teaching of all Science subjects
* To be responsible for the day to day maintenance and upkeep of Science laboratories and bases
* To provide specialist support to the Science Faculty, including:
  + Preparation and maintenance of resources
  + Displays
  + Supporting teaching staff
  + Supporting students
* To actively participate in activities in support of the aims of the Academy

**Safeguarding**

To be familiar with and follow all Academy policies, in particular those related to safeguarding including:

* + Child protection
  + Health and Safety
  + Confidentiality and data protection
  + To promote the welfare of children

**Accountable to:** Senior Science Technician

**Hours of Work:**  37 hours per week, Term Time Only plus 2 weeks

**Key Accountabilities:**

**Technical Services**

* To prepare and set up equipment and materials ready for demonstration or class use in accordance with manufacturer’s instructions and the requirements of teaching staff in the appropriate laboratory
* To undertake basic maintenance and cleaning of equipment and to assist in organising its servicing and repair as required in accordance with manufacturer’s instructions
* To prepare chemical solutions
* To set up demonstration experiments
* To check equipment and materials before and after class use for quantity and damage
* To collect equipment and materials for storage
* To prepare and make teaching aids and demonstration models for use in the teaching areas
* To assist teaching staff with the general running of practical work sessions in a support capacity as required
* To demonstrate and assist in the safe and effective use of specialist equipment or materials as required
* To ensure all laboratories are clear at the end of the school day and are prepared for lesson 1 the next day
* To provide specialist advice and guidance as required
* To prepare experiments and demonstrations for open evenings, INSET days and other events
* To operate and develop systems for stocking, storing, transporting and distributing all equipment used within the Science Faculty
* To maintain high standards of health and safety in the Science Faculty by:
  + understanding and applying Academy and Science safety rules and procedures
  + advising teachers on safety issues where appropriate, for example through the use of Hazcards
  + reporting any potential hazards in the working environment to the Senior Science Technician
  + reporting any problems with laboratory furnishings to the Senior Science Technician
  + routine checking of apparatus and equipment
  + organisation of repairs and maintenance of equipment as required
  + cleaning and making safe spills, breakages and related incidents that require careful handling
  + safe disposal of biological and chemical residues and other waste materials
  + maintenance of laboratories to ensure a clean, safe working environment
  + compiling inventories of equipment and materials as required in particular with regard to COSHH regulations
  + operating a safe and secure system for the storage and racking of equipment and materials ensuring that they are maintained in good condition and readily available for issue
  + undertaking safety checks as required and complying with the requirements of Health and Safety, COSHH and other relevant legislation and Academy documentation and keeping records of checks carried out by all Faculty staff
* To ensure that PGCE/ITT/Schools Direct students and NQTs are advised on the Health and Safety procedures for the Science Faculty
* Give first aid for minor injuries, if trained, and oversee the maintenance of first aid equipment in the Science Faculty
* To undertake general duties as required such as:
  + liaison with external contractors and suppliers
  + ordering stock and checking deliveries
  + keeping accounts up to date and assisting the Science Technician in managing capitation
  + maintaining an inventory of materials and equipment and associated stock-taking duties
  + care of plants and any animals kept in the Science Faculty
  + assisting with photocopying, filing of worksheets, textbooks etc.
  + assisting in maintaining appropriate records, statistics and filing systems in accordance with stated requirements
* To assist with overseeing all audio visual aids
* To be responsible for the day to day maintenance of Faculty netbooks
* To make petty cash purchases

**Students**

* To establish productive working relationships with students, acting as a role model and setting high expectations
* To effectively utilise your specialist skills, training or experience to support students
* To provide support for students as required, including those with special educational needs or disabilities (SEND), ensuring their safety and access to learning

**Faculty**

* To work closely with all members of the Faculty to achieve Faculty and whole Academy aims and to assist with whole school projects
* To promote student progress and well-being with due regard for discipline, health and safety
* To ensure that the environment of the Faculty and teaching areas, particularly displays, are always of a high quality, and contribute to the environment of the Academy
* To work with teaching staff to establish an appropriate learning environment which is purposeful, orderly and productive
* To provide general clerical and administrative support including:
  + Undertaking general administrative procedures
  + Providing general advice and guidance to teaching staff, students and others as required
* To supervise students on visits, trips and out of school activities as required
* To participate and contribute to appropriate meetings, staff development, appraisal and Academy routines and duties

**Community**

* To work closely with parents and other members of the community where appropriate
* To promote the Academy within the community
* To work with partner primary schools, Further Education and Higher Education establishments to ensure successful transfer of students, in conjunction with other staff
* To demonstrate a keen interest in the life of the Academy

**As a member of staff at The Joseph Whitaker School you are expected to:**

* Work in accordance with, and in support of the Academy’s vision and values
* Contribute to the Academy’s ethos by setting a good example to colleagues and young people
* Take part in performance management activities and reviews as required by the Academy’s policy and use the process to develop your personal and professional effectiveness

**General**

* Cover classes and/or undertake school duties as required
* Identify opportunities for job enrichment as well as introducing systems and process improvements through simplification or integration to deliver improved efficiency and lower costs
* Participate in the recruitment and selection of support staff as required
* The effective and efficient use of resources
* Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, as specified by the Headteacher or line managers

**Special Factors**

* It is vital to the ethos of the support team that the post holder is flexible in taking on additional tasks, willing to offer help to and cover for other members of the team and treats co-operation and support for colleagues as a top priority
* The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the Academy
* Expenses will be paid in accordance with the local Conditions of Service
* This Job Description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post

**Person Specification**

**Science Technician**

**Scale 3**

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|  | **Essential** | **Desirable** |
| **QUALIFICATIONS** | * A recognised qualification in Science at level 2 or above * Sound working knowledge of Health and Safety Regulations including COSHH | * A recognised qualification in Science at level 3 or above |
| **SAFEGUARDING** | * Full understanding of safeguarding requirements and how staff promote the welfare of children * Enhanced DBS and validated references * Eligibility to work in the UK |  |
| **KNOWLEDGE** | * Knowledge of Health & Safety regulations, and how they apply in a school Science environment * Knowledge of safe working practices in relation to the handling and usage of hazardous equipment * Standard procedures * Ability to prepare Biology, Chemistry, Physics and Science practicals following the COSHH regulations * Ability to understand and apply Academy policies related to the post | * Commitment to on-going First Aid training and certification |
| **PERSONAL QUALITIES, SKILLS AND EXPERIENCE** | * Previous technical Science/laboratory experience * Ability to work in an organised and methodical manner * Ability to undertake a range of practical Science tasks * Ability to carry out routine maintenance of equipment * Ability to identify work priorities, within parameters, whilst ensuring that lower priority work is kept up to date * Ability to contribute to the maintenance of accurate work records and inventories * Ability to order goods * Ability to use own initiative and undertake decisions in emergencies * Ability to respond calmly and positively under pressure * Ability to work unsupervised and be able to work as a member of a team * Ability to relate well to pupils, parents, staff and governors * Ability to communicate effectively, verbally and in writing, with colleagues and pupils * Good organisational skills * Excellent ICT skills * Efficiency * Self-motivated * Proactive * Willingness to undertake personal development and training * Flexible – able to meet deadlines against changing priorities * An understanding of, and commitment to equal opportunities * Hard working, conscientious and detail orientated | * Experience in administering first aid |