

## Job Description



<b>POST:</b>	Science Technician
<b>RESPONSIBLE TO:</b>	Director of Science
<b>SALARY:</b>	NJC Grade 5 Scale 12 - 16
<b>LOCATION:</b>	The Telford Park School
<b>WORKING PATTERN:</b>	30 hours (Term time plus 1 week 44.85 weeks)
<b>DISCLOSURE LEVEL:</b>	Enhanced
<b>KEY RELATIONSHIPS:</b>	Director of Science, Teachers, External Agencies, and Pupils
<b>RESPONSIBLE FOR:</b>	N/A

### MAIN PURPOSE:

Under the overall direction of the Head of Department, and in accordance with the practices and procedures of the school, assist teaching staff in providing a safe and efficient lab technical service for students and teaching staff.

The technician role forms a central part of the work of the department and he/she will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

### SPECIFIC RESPONSIBILITIES

#### 1. Main Duties and Responsibilities

1. Preparation and assembly of apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials
2. To ensure equipment and electrical connections, chemical solutions and other materials are left/stored in a safe and secure condition, ready for re-use
3. To undertake minor repairs and modifications when necessary and to assist in the construction of apparatus. Be responsible for the safe working of appliances
4. Where applicable, to undertake reprographic duties and routine 'resource' tasks, as determined by the needs of the Science Department.
5. To assist in maintaining records of apparatus, reagents and materials, including inventories and records of breakages.
6. To inform the teacher in charge of stock to be replaced/ordered. To pack/unpack and check apparatus and chemicals.
7. Monitor and manage stock cataloguing resources and undertaking audits as required
8. Purchase of consumables from local shops as required.
9. To clean apparatus as directed and to clear out cupboards, drawers, etc. on a regular basis to monitor contents and condition of stock. To assist with stocktaking as required.
10. The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages, including the cleaning of glassware and other equipment.
11. Filing of paper resources on return to preparation room and duplication of resources as required.
12. 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 store rooms.

## **2. Health and Safety and Compliance**

- To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work.
- To contribute to safe working practice in preparation/storage/teaching areas. Assessment of risks for technician activities.
- Advising staff on safety issues and trialling practical work where necessary.
- To assist in maintaining all safety equipment used by technicians, teaching staff and students to the highest standard.
- To assist in the safe disposal of residues and outdated stock following approval and advice from senior personnel. Ensuring the safe storage of radioactive materials, chemicals and the disposal of chemical and microbiological waste
- 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.
- 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
- 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.
- 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 live material and required breeding programmes.
- To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:
  - Equal Opportunities
  - Health, Safety & Welfare
  - Child Protection
  - Data Protection
  - Risk Management

## **3. Support for the School**

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

## **4. Auditing**

- Ensure an up to date inventory is maintained
- Manage school's equipment cleaning audit
- To assist with the production of an annual audit of the Science equipment

## 5. General

- Take responsibility for own professional development, continually keep updated about new initiatives in Science, and contribute to the School as a learning organisation.
- To contribute to the Health and Safety of students and other staff in accordance with Health and Safety regulations
- Manage the effective implementation of projects and Science initiatives.
- 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.
- 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
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

## 6. Working Conditions

- Standing for extended periods of time
- Lifting and transporting of objects and live animals
- Ability to access the whole site to review/check science equipment
- Some work involving visual display units
- Evening work will be required from time to time to support events for which flexibility in working hours is essential

### Safeguarding Children

The trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Line Manager. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

### English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

### Our Values and Vision

These are our values. They can be thought of as our 'non-negotiables' - beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for our school.

## Our Young People

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

**Achievement - Academic:** We believe all young people have the potential to achieve great things. Intelligence can be developed regardless of emotional and social background, given appropriate teaching and bespoke, individualised support.

Young people should be encouraged to develop autonomy and meta-cognitive control ('knowing what to do when they don't know what to do') in their learning and to gain inspiration from learning. They should be equipped with a crucial sense of possibility based on a well-developed self-awareness and ambition - ambition not only for themselves but for the communities in which they live and work.

**Achievement - 'letting your light shine':** All young people achieve things they can be proud of every day in addition to academic success and outside our school's planned curriculum. We have a vital role in ensuring individuals develop their own talents and interests and have a responsibility to instil in them a sense of pride in who they are and what they achieve. We must recognise and celebrate these achievements.

**Achievement - relationships (Starfish Principle):** Excellent relationships for learning are a prerequisite for all other achievements. Relationships that result in mutual respect between young people and all other members of our school community will ensure learning can be fun in a disciplined and caring environment where the highest expectations are the norm.

## Our Staff

Our Values extend to how we challenge, support and work with each other. All staff (support and teaching) play a crucial role in the education of young people. We all understand how our work has a direct influence on the life chances of the young people in our care. In the same way that we all have a duty of care to them, we have a duty of care to each other and have regard for each other's professional and personal wellbeing.

The Trust Board sees all members of the Trust's staff community as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationships working together to enhance professional learning and practice and collaboration; collegiality and a sense of team identifies how all staff work together. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures the academies throughout the Trust strengthen their positions among the best academies in the country.

## Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE 5 A* - C or equivalent, including science</li> <li>• Knowledge of COSHH and CLEAPS guidelines</li> <li>• Experience in relevant discipline or related qualification</li> <li>• Willingness to work flexibly when required.</li> <li>• Hold a recognised qualification at NVQ level 3 or equivalent experience.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a laboratory environment</li> <li>• Experience of working with young people</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of volumetric and quantitative technique</li> <li>• Understanding health, safety and welfare regulations and best practice</li> <li>• Knowledge of particular subject/technical area</li> <li>• Knowledge of relevant policies/codes of practice/legislation</li> <li>• Ability and enthusiasm to work jointly with colleagues</li> <li>• Full working knowledge of relevant polices/codes of practice/legislation</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent numeracy/literacy skills.</li> <li>• Excellent keyboard and data entry skills.</li> <li>• Effective communication skills to be able to develop open and constructive relationships with a wide range of young people and staff</li> <li>• Ability to prioritise effectively</li> <li>• Ability to relate well to people on all levels</li> <li>• Work constructively as part of a team, understanding School roles and responsibilities and your own position within these</li> <li>• Ability to identify own and others' training &amp; development needs and co-operate with appropriate individuals to address these</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to interpret advice/statute and to devise policy/practice in the light of these</li> <li>• Good organisation and personal management skills</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Commitment to the safeguarding of children and young people</li> <li>• To be organized and efficient</li> <li>• Ability to inspire students</li> <li>• Reliable and punctual</li> <li>• Have a polite, friendly and flexible approach to work</li> <li>• To have a good sense of humour</li> <li>• To follow instructions</li> <li>• To keep calm and professional at all times</li> <li>• Interpersonal - common courtesy, tact and confidentiality</li> <li>• Working in close proximity to and inspiring and motivating others</li> </ul>