Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

JOB PROFILE

POST TITLE:	**Science Technician**
JOB PURPOSE	Under the instruction/guidance of senior staff: Provide general support in a specific curricula/resource area, including preparation, and maintenance of resources and support to staff and pupils
GRADE:	Band B
RESPONSIBLE TO:	**Senior Science Technician; Head of Department**

MAIN DUTIES AND RESPONSIBILITIES

Overall Job Purpose

To provide support throughout the science department at all levels and in all disciplines.

Main Duties

Staff Management

- Promote and maintain a co-operative and flexible working relationship between technicians and teaching staff.

Administration and Record Keeping

- Maintain stock records of consumables, equipment and textbooks for the department. Undertake annual departmental stock checks.
- Maintain records of and monitor departmental expenditure against budget - liaising with the Head of Department as necessary.
- Maintain the departmental inventory, disposing of unwanted/obsolete items appropriately.
- Assist the Head of Science in the collection of internal student assessment data.
- Administer the distribution and collection of textbooks.
- To be responsible for the maintenance of up-to-date records of all appropriate stock, including chemicals, books and catalogues; carry out essential repairs to books.
- To place and follow up orders; check deliveries.

Health and Safety

- In conjunction with the Heads of, Biology, Chemistry and Physics ensure the proper implementation of the safety policy and the preparation and application of risk assessments within the science department. Ensure compliance with the latest COSHH regulations and guidance provided by CLEAPSS relating to practical science.
- Organise proper storage and monitor condition of chemicals and equipment.
- Arrange safe disposal of chemical and biological waste materials.
- To ensure staff are informed, through the use of Haz-cards, of any dangers involved in the use of chemicals or equipment ordered.
- Monitor and ensure the regular servicing of equipment, including ensuring electrical safety testing has been carried out as necessary, pressure vessel checks, and the safe storage of science department radioactive sources. Remove defective equipment from use pending repair/replacement. Annual fume cupboard servicing.

- Regularly inspect the services in the laboratories and preparation room, acting upon and reporting any problems as appropriate
- Ensure that the laboratories and equipment are safe for use.
- To log details of accidents and other incidents and to deal with any Health and Safety defects immediately and report details to the School Business Manager. All paperwork must be filed in the relevant file.

Organisation of the Technical Support Team

- To prepare, distribute, set out and check materials requested by staff for lessons and required practical assessments; to collect in after use and return to store.
- To clean glassware and other contaminated materials immediately after use and store.
- To maintain laboratory apparatus, equipment and stationery; clean, check and carry out basic repairs. Assist in the construction and modification of basic apparatus when required.
- To report faults, shortages and safety hazards to the Head of Science and site team as appropriate
- To check and ensure all safety apparatus meets appropriate requirements.
- To help maintain and keep laboratories and prep room in a safe and clean condition, including all services, by ensuring sinks are clean and unblocked, electric sockets, water and gas taps are operating correctly and safety spectacles are not scratched.
- To care for plants in the laboratories.
- To photocopy, sort and file resource material.
- To attend departmental meetings as required.
- To support staff and pupils with practical work in the classroom during lessons when appropriate.
- To help in the supervision of resource arrangements for the science department during open evenings.
- To help oversee work set for cover teachers in the event of staff absences.
- Conduct risk assessments for technician activities.
- Prepare standard solutions as needed.
- File worksheets in support of practices.
- Ensure all laboratories are supplied with standard equipment (glassware, Bunsen burners etc.) and stationery and that stock is in good condition.
- Maintain audio/visual resources for the department.

Other

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the designated person.
- To contribute to the overall ethos/work/aims of the school.
- To participate in training and other continuing professional development as required.
- To carry out further duties as may be reasonably required by the school's management team.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of tasks is not exhaustive. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

General

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/academy Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

Trust

All Multi Academy Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development Plans.
- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual MAT Development Plan.

All staff of the MAT are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications, Training and Competences		
L3 Applied science or an A-level in one of the sciences, or experience in a relevant discipline.		✓
GCSE Grade 4 or C in English and Maths. L2 Equivalences are welcome.	✓	
Experience		
Providing general technical/resource support.	✓	
Experience of working in an educational setting.		✓
Experience of practical Science.		✓
Knowledge		
Knowledge of relevant polices/codes of practice and awareness of relevant legislation.		✓
Good time management with the ability to prioritise and organise tasks effectively with attention to appropriate detail.	✓	
Excellent communication skills. An ability to relate to children, teaching staff and other support staff.	✓	
The ability to work on their own and also as a manger of a larger team.	✓	
Adaptability. Keeping up-to-date with changes in procedures relating to apparatus and chemicals and the demands of a changing curriculum.	✓	
Ability to multitask and work effectively in a stressful environment.	✓	
ICT skills in word processing and spreadsheets.	✓	
Personal Skills		
Sensitivity and understanding, to help build good relationships with colleagues, pupils and staff.	✓	
Commitment to promoting the ethos and values of the school.	✓	
Commitment to safeguarding pupil wellbeing and equality.	✓	
Enthusiastic about making a difference to children and young people.	✓	
Willingness to engage with CPD.	✓	
Experience of prioritising tasks and acting on own initiative.	✓	

Signed: _____ Date: _____

Print name: _____