

## Job Description

### Science Technician

|                       |  |
|-----------------------|--|
| <b>Reporting to:</b>  | Science Technician Manager / Head of Science / Headteacher / Principal;      |
| <b>Liaising with:</b> | Pupils / Science Faculty / Senior Leadership Team and the wider school team; |
| <b>Grade/Salary:</b>  | Band 3 (SCP 6-9)   |
| <b>Hours of work:</b> | TBA  |

#### Main Purpose:

To provide Laboratory and General Assistance to the Science department as part of the team of Technicians. The nature of the work requires utmost care to ensure a safe working environment.

#### Duties & Responsibilities:

##### Key Duties

- Follow guidelines to prepare equipment and materials for science practical's and demonstrations.
- Deliver resources to teaching laboratories in a safe manner, and assemble apparatus ready for use.
- Dismantle and clean equipment after use, returning clean equipment and chemicals to storage promptly.
- To carry out laboratory duties including:
  - Organising, storing and checking the condition of chemicals and equipment, maintaining accurate chemical stock records.
  - The safe treatment and disposal of used materials including hazardous substances, chemical waste and biological materials.
  - Performing basic repairs on faulty equipment, within their own capabilities.
  - Performing routine and non-routine checks on equipment.
- Maintain a safe, clean and tidy environment in the prep rooms and teaching laboratories.
- Organise and prioritise work on a daily basis.
- Require minimal supervision to complete tasks within set procedures.
- To follow Health and Safety guidelines at all times.
- Collaborate with teachers and fellow technicians on the design and development of resources and apparatus.
- Trial new and existing practical procedures to ensure optimal results.
- To carry out other duties, which may be decided from time to time within the grading of the post.

#### Summary of Responsibilities:

##### Practical Class Activities

Responsible for routine provision, and ensuring the availability, of equipment, materials and chemicals required for class activities, demonstrations and projects, including practical assessments, as requested by teaching staff, up to and including Key Stage 5, across the whole science syllabus. Assisting teaching staff in the classroom, setting up equipment, sorting problems arising re materials and equipment. Take equipment to labs, hand out to pupils, receive back, and clear up lesson equipment.

#### Design and construction of equipment:

Responsible, in conjunction with teaching staff, for the construction of basic apparatus and glassware, referring complex matters to a more senior technician.

#### Organisation and Storage:

Responsible for organisation and storage of equipment, materials, and the care of plants and pond. The growing and cultivating of specimens required in the greenhouse and pond, and to grow and maintain microbiological cultures, enabling pupils to undertake practical work in accordance with timetables.

#### Health and Safety:

Responsible for carrying out routine safety checks and maintenance on apparatus and materials as required by Health and Safety regulations: an awareness of safety issues affecting technicians, staff and pupils, and taking appropriate action to reduce the possibilities of accidents. Ensuring safe disposal of chemical, microbiological and animal waste in accordance with appropriate COSHH guidelines referring to CLEAPSS.

#### Maintenance:

Undertaking repairs and maintenance of equipment to maximise its usage and minimise the need for replacement. To clean equipment used by pupils to ensure that it is available when required. Cleaning benches, sinks and other areas of laboratories and prep rooms. Maintain all facilities in laboratories and prep rooms, reporting faults to the appropriate personnel.

#### Administration:

Responsible for monitoring the stock of consumable and non-consumable materials, in conjunction with other technicians. Assist with the administration of the booking system for practical orders.

#### General

- 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 school and disseminate as required.
- Expenses will be paid in accordance with the Local Conditions of Service.
- Work to promote and apply the schools Safeguarding and Child Protection policy and practices.
- Work to promote and apply the Trust's Equality and Diversity policy and practices.
- The post holder will respect confidentiality issues linked to home/student/teacher/school work and to keep confidentiality as appropriate.
- As a member of staff working in a school setting the post holder will have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of pupils.
- The post holder will ensure awareness of and compliance with personal responsibilities and requirements communicated by school's policies and procedures including Health and Safety.
- The post holder will be required to undertake general administrative tasks as required.

#### **Subject to the duration of the need and by negotiation, the special conditions given below apply:**

- The post holder will proactively undertake student supervision as required as part of a wider staff team, e.g. fire drill duty, Parent Interview Days, bus duty, lunch duty.
- The post holder may be required to provide assistance with the invigilation of examinations.
- The post holder may be required to be an appointed person for first aid and medical duties.
- The post holder may be required to accompany and supervise pupils on educational visits.
- As a member of staff in a school setting you may have the opportunity to participate in programmes for mentoring pupils and to participate in extra-curricular activities and to work alongside a form tutor in a pastoral capacity.

*The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.*

## Person Specification

### Science Technician

| A. Training & Qualifications   | Essential | Desirable |
|--|-----------|-----------|
| Level of numeracy and literacy sufficient to carry out the duties of the posts.                      | A         |           |
| Qualified to at least GCSE level or equivalent incl English Lang and Mathematics to Grade C or above | A         |           |
| Commitment to ongoing professional development   | A         |           |
| Professional science qualification   |           | A         |
| First Aid certificate  |           | A         |

| B. Experience   | Essential | Desirable |
|---|-----------|-----------|
| Experience of working with young people in an educational environment | A & I     |           |
| Experience of using IT systems (Word, Excel)                          | A & I     |           |
| Previous laboratory experience  |           | A         |

| C. Professional Knowledge and Skills  | Essential | Desirable |
|---|-----------|-----------|
| Good administration, time management and self-motivation skills                                     | A & I     |           |
| Willing and able to deal with people from a variety of backgrounds                                  | A & I     |           |
| Ability to work as part of a team   | A & I     |           |
| An understanding of how pupils learn and the potential barriers to learning.                        | A & I     |           |
| Ability to work to deadlines  | A & I     |           |
| Ability to work on own initiative   | A & I     |           |
| Ability to respond calmly to emergencies  | A & I     |           |
| Willing and able to participate in further training for this post                                   | A & I     |           |
| Willing to take part in an ongoing process of personal development and review.                      | A & I     |           |
| Willing and able to deal with disruptive pupils, e.g. on truancy patrols, aggressive behaviour etc. | A & I     |           |

| <b>D. Personal Attributes</b>  | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| Able to manage own workload  | I                |                  |
| Able to prioritise   | I                |                  |
| Able to show initiative  | I                |                  |
| Willingness to support Catholic life in schools                            | I                |                  |
| Emotional resilience   | I                |                  |
| Ability to self-evaluate and reflect                                       | I                |                  |
| Ability to be respectful and promote equality of opportunity and diversity | I                |                  |

| <b>E. Safeguarding &amp; Equality</b>   | <b>Essential</b> | <b>Desirable</b> |
|---|------------------|------------------|
| Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation             | I                |                  |
| Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice. | I                |                  |
| Aware of equal opportunities in relation to this role   | I                |                  |
| Enhanced DBS & Online Check (Satisfactory)  | I                |                  |

Application (A) | Interviews (I) | References (R)