

JOB DESCRIPTION

Job Title:	Science Technician Apprentice
Grade:	National Living Wage
Hours:	32.5 hours per week
Contract:	Permanent, Term Time Only.
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Senior Science Technician
Liaison with:	All Teaching and Non-teaching Staff, Administration Team, Senior Leadership Team, Students, Parents / Carers, External visitors

Location:

ASTON MANOR ACADEMY, PHILLIPS STREET, BIRMINGHAM, B6 4PZ

Job Purpose:

As our Science Apprentice, you will provide support to the teaching staff within the Science Department. The school environment is a fast paced, you need to be prepared to work hard, use your own initiative and support others when required.

Key Responsibilities

The successful applicant will work within the Science department. As our Science Technician Apprentice, you will be involved in a wide variety of administrative tasks as well as working in the Science department and at times with students.

Tasks may involve:

- Where necessary, support and/or complete the requisition of consumables or equipment to maintain adequate stock levels after liaising with the Senior Science Technician/Head of Department
- Update and maintain all secure inventories and stock control including the online department platform.
- Produce and update practical requisition templates on the department platform across all key stages
- Issue of chemicals, apparatus, equipment, materials in accordance with specified procedure
- Carry out the annual stock-taking within the Science Department
- Assist in preparation of budget for replacements and new apparatus, chemicals, equipment and materials within the Science Department.

- Preparation of chemicals following CLEAPSS guidance to required concentrations and following safety guidelines
- Preparation of cultures, plates, solutions, models, plant and animal slides in accordance with a known procedure
- Maintenance of aquaria and plants within the Science Department
- Maintenance of animal experiments under the direct supervision of the Head of Department with regard to the 1984 Animal Welfare and Cruelty Act (copies available from Science Inspector/DfE)
- Construct, test, collect and clean demonstration class and examination apparatus
- Build teacher aids, e.g. light boxes, feeler boxes, models, under supervision
- Carry out safety checks in accordance with laid down instructions and codes of practice including weekly and monthly documented checks. Where necessary, ensure corrective actions are addressed and documented when completed
- In the event of a chemical spillage, where applicable follow documented guidance on cleaning the area and if necessary liaise with the Building Services Supervisor that laboratory floors, walls, benches, equipment and fittings are properly cleaned
- Be aware of the appropriate and safe storage of chemicals and where necessary inform other members of staff of known hazards
- Ensure the safe disposal of chemical preparations and toxic substances in accordance with relevant codes of practice and document as required
- Ensure the preparation and clearing away of apparatus and materials
- Ensure all labs are fully stocked with frequently used equipment on a weekly basis and all necessary PPE is available and in sound condition
- Ensure the teaching staff are aware of the dangers of leaving equipment in an unsafe condition e.g. breakages, spillages, emphasizing the dangers of not informing the technician(s) immediately if any of these occur
- Ensure risk assessments are completed to a good standard and adhered to when practicals are being completed.
- Within the Science Department, undertake photocopying or duplicating as necessary
- Reproduction of confidential examination materials
- Assembling material for cataloguing and stocktaking
- To be responsible for the repair and recovering of textbooks
- To be responsible for making sure that all systems/controls and certificates are in place
- To assist with exhibitions and displays for open days, festivals, plays, fetes etc. including mounting/framing finished work
- Where applicable issue audio visual equipment, files and aids as required
- Repair to equipment; Simple repairs to equipment/apparatus, manufacture simple replacement parts as required by the Science Department, arrange for repairs of other equipment with outside agencies, the use of PC/WP Keyboard to input, amend and delete as may be required when carrying out normal duties
- Liaise with the Head of Department regarding the use of new information technology equipment
- Accompany teaching staff and students on trips when requested.
- Upon training being a named First Aider and Fire Marshall for the department
- Such other duties as may be commensurate with the grade and nature of the post

Safeguarding and Data Protection

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.

- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the catering teams, ensuring they have regular statutory training.

Staffing

- To monitor and maintain standards of performance through line management of staff including staff in adherence with Equitas policies and procedures.
- To demonstrate a positive working style with a committed and flexible attitude. Promote the importance and benefits of effective team working and well-being.

Additional conditions

- Take on any additional responsibilities which might from time to time be determined.
- The ability to work outside of the usual working day should the need arise.
- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by Equitas to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of The Trust.
- Observance of Equal Opportunities, Confidentiality, Health & Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any other failure to do so may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbs-filtering-guidance> '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post and flexibility is therefore required.

PERSON SPECIFICATION: SCIENCE TECHNICIAN APPRENTICE

A.F. = Application Form; I = Interview; T = Test or Exercise;

CRITERIA	ESSENTIAL	DESIRABLE	M.O.A.
EDUCATION/ QUALIFICATION		Preferably NVQ2 in Laboratory and associated Technical Activities (LATA) or NVQ2 for Laboratory Technicians in Education of Level 2 Certificate in Laboratory Technical Skills or equivalent	AF/I
EXPERIENCE (Relevant work and other experience)	- Knowledge of Health & Safety legislation as it relates to the work of a school - Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals	Previous experience of working in an education environment	AF/I AF/I AF/I AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	- Ability to carry out risk assessments in relation to laboratory work - Ability to maintain a range of tools and equipment - Ability to prepare equipment and materials for lessons, as requested by the teaching staff - Ability to work in an organised and methodical manner - Ability to identify work priorities and manage own workload within agreed parameters - Ability to establish positive relationships with pupils, including those with special educational needs - Ability to maintain accurate work records and inventories		AF/I/T AF/I AF/I AF/I AF/I AF/I AF/I
TRAINING	Willingness to participate in further training and development opportunities offered by the school/Trust.		AF/I
OTHER	Ability to demonstrate commitment to Equal Opportunities		AF/I
CONTRA INDICATION	Positive Disclosure relating to young people or vulnerable adults		AF/I

