

Apprentice Science Technician - Job Description

Post:	APPRENTICE SCIENCE TECHNICIAN
Accountable to:	Senior Science Technician
Grade:	APP1 for under 19 or in first year - £14,600 full time equivalent APP2 for 19 and over, in second year - £23,194 full time equivalent
Salary Range:	APP1 £12,766; App2 £20,282 based on term time working.
Working Pattern:	Full time, 35 hrs p.w. (28 hrs on-site), Term time only, 39 weeks per year over a 20 month fixed term period
Location:	The City Academy Hackney
Disclosure level:	Enhanced

Main Purpose:

To provide specialist technical support to teaching staff within the designated work area and to ensure the safe and proper use and maintenance of resources and equipment. The specialist technical knowledge and skills will support a variety of practicals in specific subjects, including more advanced work with post-16 students.

Key Accountabilities

- To provide specialist assistance and support to teaching staff in the preparation and assembly of teaching resources, apparatus and equipment.
- To prepare and maintain laboratories and materials for use by staff and pupils, ensuring that an orderly, safe and healthy environment is provided for teaching practical lessons.
- To contribute as appropriate, by supervising and advising on the proper and safe use of materials for practical activities, including teacher-directed support.
- To maintain and undertake reasonable repairs to equipment and, where required, inform the senior technician or head of department.
- To be responsible for the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures.
- To maintain appropriate records for the control and allocation of relevant equipment and resources.
- To undertake stock allocation activities and maintain appropriate records.
- To support teaching staff with the organisation and preparation of displays of subject materials or pupils' work.
- To ensure that Health & Safety requirements and other relevant regulations (e.g. CLEAPPS) are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.
- To carry out administrative tasks as required.
- To participate in the first aid duty rota.

First Aid

It is a responsibility of all staff at The City Academy Hackney to be aware of and supportive of First Aid requirements for pupils and staff on site, and on any trips or visits. There is an expectation in many support staff roles that participation in a managed First Aid Duty Rota will be required. In these instances, a small annual allowance and full training will be given.

Safeguarding Children

COLAT 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. 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

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the COLAT Equalities policies.

	Essential	Desirable
Qualifications		
Maths and English GCSE Grade 4 or above (or equivalent)	✓	
Educated to degree level of equivalent		✓
Experience and Knowledge		
Experience of using Microsoft Office Suite	✓	
Experience of using Email/Internet	✓	
Experience of using Microsoft Outlook	✓	
Experience of using SIMS or similar database		✓
Good basic knowledge of Health and Safety issues	✓	
Some experience of handling scientific equipment and substances	✓	
Experience of using, and maintaining administrative systems	✓	
Good knowledge of the subject area		✓
Personal Qualities		
Good punctuality and time-management skills	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to take accurate messages, follow up where necessary	✓	
Flexibility and willingness to work as part of a team	✓	
Ability to communicate effectively with staff and students, maintaining good working relationships	✓	
Good accuracy and attention to detail	✓	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✓	

Willingness to undergo appropriate checks, including enhanced DBS Checks	✓	
Motivation to work with children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓	