

# Job Profile:

## Science Technician



Salary scale:	B1, 4 - 6
Working hours:	35 hours per week
Academy/department:	Bishop Young CofE Academy
Responsible to:	Head of Science
Nature of contract:	Permanent, term time only, 38 weeks per year plus 5 days (39 weeks)

### Job purpose:

To provide support for all aspects of teaching and learning in the Science Department. This will include maintaining the laboratories and assisting teachers in the delivery of lessons as directed by the line manager.

### Job specific responsibilities:

- Check all laboratories and equipment before each day to ensure they are in good working order
- Check the lesson plan and prepare appropriate equipment and materials as required
- To advise, assist and support the department in the development and use of ICT within the Science curriculum.
- Clear away at the end of each lesson, ensuring laboratories are left clean and tidy.
- Maintain stock levels through discussion with teaching staff.
- To support teachers in the delivery of lessons within the faculty
- Conduct health and safety checks on laboratory fixtures and equipment ensuring same is running correctly.
- Maintain a list of suppliers and catalogues and order as required, ensuring best value for money is obtained.
- Report all breakages, breakdowns, damage to the Head of Faculty.
- Maintain a record of all stocks held within the laboratories, monitor the budget accordingly and supply data to the Head of Department on the budget expenditure.
- To participate in programmes designed to promote personal and professional development.
- To carry out all the above in accordance with school Health & Safety Policy and relevant national guidelines e.g. CoSHH.
- To be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the Academy or as developed as an outcome of your performance management.
- To undertake administrative duties as required

### Abbey MAT responsibilities

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.

## People Profile:

<b>Aptitudes, qualities and values:</b>	<b>Essential</b>	<b>Desirable</b>
Ability to work flexibly and collaboratively as part of a team as well as on own	✓	
Effective communicator, influencer and negotiator	✓	
An innovator who will support and drive change	✓	
Excellent time management and organisational skills	✓	
Confident, positive and approachable with a customer focus	✓	
Logical and methodical with a meticulous eye for detail	✓	
Resourceful and creative	✓	
A commitment to our mission and values demonstrated by current practice	✓	
Support the Christian ethos of Abbey Multi Academy Trust	✓	
<b>Qualifications, knowledge, skills and experience:</b>	<b>Essential</b>	<b>Desirable</b>
GCSE Maths and/or English grades A-C, or other equivalent qualifications that demonstrate good literacy and numeracy skills	✓	
A level at grade C or above (or equivalent) in either Physics, Chemistry or Biology	✓	
Knowledge of laboratory safety requirements and operating methods	✓	
Awareness of policies and procedures relating to child protection, health and safety, confidentiality and data protection		✓
Understanding of relevant school policies and procedures		✓
Successful working relationships with students, staff, parents/carers and the wider community	✓	
Participate in development and training opportunities	✓	
Appropriate knowledge of first aid		✓
<b>Safeguarding and promoting the welfare of students:</b>	<b>Essential</b>	<b>Desirable</b>
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

## Our Trust mission:

In partnership to Educate, Nurture and Empower

## Our Trust vision:



Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our pupils and colleagues are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

[www.abbeymat.co.uk](http://www.abbeymat.co.uk)



[www.abbeymat.co.uk](http://www.abbeymat.co.uk)