



St George's Academy

“Aiming high to achieve excellence for all”

SENIOR SCIENCE TECHNICIAN Job Description

Salary:	NJC Scale 4
Contract type:	39 working weeks per year
Responsible to:	Director of Science or other designated person

PURPOSE OF JOB

To provide technical support in the Science Department and day to day line management of the Science Technician team.

MAIN RESPONSIBILITIES, TASKS AND DUTIES

All responsibilities, tasks and duties to be carried out in line with Academy guidelines and policies.

- To prepare and clear away scientific experiments as part of science practical lessons or demonstrations.
- To maintain and store apparatus, materials and chemicals.
- To assist in control of stock, including ordering where necessary and liaising with suppliers.
- Trialling practical activities.
- Cleaning laboratory sinks. Emptying/supervising the emptying of sink traps.
- Construct and repair equipment as necessary.
- Maintain safety in teaching and preparation spaces with regard to CLEAPPS Secondary Science Publications.
- Ensure correct storage and handling procedures of hazardous materials in line with CLEAPPS Secondary Science Publications.
- To assist, where possible and as required, the class teacher with practical activities with students.
- To ensure custody and care of livestock and plants kept for observation and experimental purposes.
- Placing orders; checking deliveries and invoices.
- Keeping financial records.
- Supervision of other technicians.
- Training and arranging for the training of colleagues.
- Organising the technical support to the Science Department.
- Liaising with senior management and other departments.
- Keeping up to date with Health & Safety requirements and carrying out checks on labs, prep rooms and stores in line with these.

GENERAL

- To be responsible for personal continued professional development and take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To adhere to Health and Safety Regulations

- To keep confidential any issues related to St George's Academy which are deemed confidential
- To participate in appropriate meetings
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- To make a positive contribution to the wider life and ethos of the school
- To uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- To support equal opportunities and promote anti-discriminatory practice

It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their team's or the school's development and improvement. All members of staff must be prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:

- **Cover of the school's needs throughout the day**
- **Appropriate cover for colleagues when absent for any reason**

All Academy staff have a responsibility to safeguard and promote the welfare of children and young people within the Academy. This includes helping to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

All Academy Staff are expected to make themselves familiar of the Academy Policies and Procedures and to adhere to these. These can all be found on the Academy X Drive.

This job description may be amended from time to time in discussion with the post holder.

Job Description Agreement

Employee Name:	
Job Title:	
I declare that I have read and understood the Job Description and Person Specification for the role and have sought clarification of any points where required.	
Signature:	
Date:	

PERSON SPECIFICATION

Science Technician

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
1. EXPERIENCE	• Relevant experience in a science and/or technology environment • Experience of undertaking a range of science-related tasks • Experience of working in a team • Experience of line management/supervising the work of others	• Experience of working in a school environment • Experience of working with young people aged 11-19	Application Application/interview Application/interview Application/interview
2. KNOWLEDGE	• Detailed knowledge of Health & Safety legislation • Knowledge of relevant regulations • Detailed knowledge of COSHH regulations in relation to the safe handling and storage of chemicals • Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools • Good level of ICT skills including knowledge of Microsoft Excel, Word and Power Point • Understand the importance of safeguarding within a school environment • Knowledge of relevant resources and equipment	• Knowledge or working practice in the education sector and/or schools/academies • Some knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools	Application/interview Application/interview Application/interview Application/interview Application/interview Interview
3. SKILLS AND APTITUDES	• Have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances		Interview

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
	• Ability to prepare equipment and materials for lessons, as requested by the Senior Laboratory Technician • Able to work on own initiative whilst anticipating the wider consequences of decisions and know when to refer upwards • High degree of accuracy and attention to detail • Thorough, organised and methodical approach to tasks • Problem solving – ability to respond to problems and identify solutions • Flexible with effective time management skills • An ability to communicate effectively (both oral and written) with students, students, parents • Good organisational skills and ability to make sound judgements when prioritising tasks • Ability to oversee the induction and training of new technical staff		Interview Interview Interview Interview Interview Interview Interview
4. QUALIFICATIONS AND TRAINING	• Educated to GCSE (grade 4 or above, A* to C) level or equivalent including Maths, English and Science or equivalent qualifications or experience • Relevant science qualification • Willingness to undertake training and development related to the post. • Some basic knowledge of Science as taught in the classroom • Evidence of continuing professional development	• Relevant level 4 qualification	Application Application Application/interview Application/interview Application/interview

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
5. ATTITUDE AND MOTIVATION	• Calm and patient when dealing with others • Demonstrates accountability and ownership for own work duties and activities • An ability to work within a team environment and be supportive of the overall team effort • Demonstrates a 'can do' approach, self-motivation, ability to prioritise work and the ability to work autonomously • Ability to travel to work across the Academy's two campus sites • Role includes spending much of the working day standing and using equipment and other materials • Attendance at some evening and early morning meetings may be required		Interview Interview Interview Interview Interview Application/interview