



Science Technician

Alde Valley Academy

Opportunity, Community, Excellence



Job Description: Science Technician

Role Purpose:

To provide effective Technician support to the Science Faculty at Alde Valley Academy to meet the needs of the Department.

Key Responsibilities:

This job description sets out the main duties and responsibilities of the post. Although responsible to the Senior Technician, on a day-to-day basis you will work closely with the teaching staff within the Science Department to provide a general and a high level of specific support to Science.

Preparation of Laboratories

- Ensuring all apparatus, equipment and materials are prepared for demonstration or for pupil use as requested by teaching staff.
- Provide technical advice and assistance to teachers and pupils where appropriate.
- Ensure all items are in good working order and, in cases of malfunction, arrange repairs through the established procedure.

Clearance of Laboratories

- Dispose or reclaim all waste laboratory materials including chemicals/microbiological waste/animal waste in accordance with procedures and Health and Safety requirements.
- Wash and/or clear away equipment as necessary.
- Put away apparatus, chemicals and equipment after classes and store in accordance with statutory requirements, check for malfunction and arrange for repairs through established procedure.
- Dismantle apparatus, equipment, etc and store away.
- Store or put away part completed student work for future use as directed by teaching staff.

Maintenance and Repairs

- Assist with the arrangement of repairs and servicing of equipment through the established procedures.

Equipment and Materials

- Maintain and keep a record of apparatus, equipment and materials for inventory purposes.
- Maintain stock levels of apparatus and materials and re-order as necessary through established procedures, including keeping stock records and carrying out stock checks.
- Check deliveries and invoices and refer any queries to suppliers or administrative staff as appropriate.
- Maintain stationery levels in laboratories and prep rooms and re-order as necessary through established procedures.
- Purchase perishable goods from local shops required for lessons as appropriate.

Development

- Liaise with teaching staff in the development of apparatus and equipment for use in practical activities.
- Advise teachers as a consequence of the technical requirements of the curriculum, taking part in the development of practical resources, including trialling and providing costings.

Reprographics

- Undertake reprographic work, including design, using photocopiers and associated equipment as required.

Health and Safety

- Ensure that all equipment, materials, apparatus, tools, machinery and chemicals are kept in their designated places and that appropriate statutory Health and Safety and security measures are observed.
- Ensure that Health and Safety Regulations and relevant legislation are observed.
- To undertake First Aid within the department as per training received.

Miscellaneous

- IT literate and good communication skills.
- Flexible approach and physically fit would be ideal attributes.
- Liaise with other Departments, teaching and support staff within the school, other establishments and agencies and appropriate MAT personnel.
- This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken are not excluded because they are not itemised.
- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training may be given to enable the postholder to undertake new/varied work.

All school staff are expected to:

- Work towards and support the school's strategic vision and the objectives.
- Adhere to school policies and procedures
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

All employees of Kingfisher Schools Trust will:

- Ensure that they adhere to the trust code of conduct and all policies and procedures including those relating to child protection and safeguarding, equal opportunities, health and safety, security, confidentiality and data protection
- Support the school and departmental development plans and positively engage in continuous professional development activities
- Seek advice and escalate more complex issues to the appropriate person within the workplace structure, using discretion as appropriate
- Undertake any other duties in line with their level of responsibility, as reasonably directed by the line manager or the Headteacher or a person acting with delegated authority on their behalf

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.



Person Specification

Essential criteria	Desirable criteria
<u>Qualifications and education:</u> GCSE Grade C/4 or above in English, Mathematics and at least one Science discipline	Recognised Health and Safety qualification
<u>Experience and knowledge:</u> - Experience of working in a lab or school environment - Knowledge of Health and Safety legislation relevant to workshop environments, including safe storage and handling of materials - Experience of stock control, ordering supplies, maintaining inventories - Understanding of safeguarding responsibilities when working with young people and a commitment to safeguarding the welfare of young people	- Experience of working within education/school environment - Experience supporting teaching staff and/or students in practical environments. - Experience using and maintaining specialist equipment.
<u>Skills and behaviours:</u> - Strong organisational skills and ability to maintain tidy and safe working environment - Ability to support and guide students in practical tasks - Ability to work independently and manage time effectively - Practical problem solving - Good ICT skills to maintain records, inventories and other documentation - Effective communication skills - Ability to build positive working relationships with staff and students - Professional, reliable and punctual with high standards of personal conduct. - High levels of personal and professional integrity - High levels of discretion, confidentiality and an awareness of data protection	- Knowledge of school structures and procedures - Confidence in working with children and young people
<u>Professional development:</u> - Keep learning and adapting to industry changes. - Willingness to undertake any relevant training.	Keep up to date with Health and Safety regulations