

Academy	St Regis Church of England Academy
Position	Science Technician (with First Aid)
Salary	TST Grade 5 SCP 6-9
Contract	Permanent, 37 hours per week, term time + 6 days
Responsible to	Head of Science

## **Job Description**

The duties outlined in this job description will be reviewed with the post holder on an annual basis in line with the school's performance management procedures. It may be modified by the Principal with the agreement of the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

### **Statement of Purpose**

To work under the guidance of senior staff to provide a technical support service to the science department.

### **Support to the Classroom**

- Provision of support services to the teaching staff in organising requirements for their work.
- Preparation of materials to exact specification from stock as directed and clearing away equipment.
- Attend lessons and assist teaching staff with demonstration lessons and practical's when required.
- Oversight of specialised teaching areas, stores and/or preparation rooms and arrangements for maintenance and repair services to equipment and working surfaces
- Set up and try out experiments before lessons, assessments and examinations to ensure that they work.

### **Support for Pupils**

- To administer first aid to students, staff and visitors as required.
- To liaise with parents/carers over student medical and first aid issues.
- Maintain records of first aid administered and school accident book.

### **Administration**

- Maintenance of stock and breakage records, catalogues and user manuals.
- Ordering, receiving and accounting for new stock and equipment.
- Carry out an annual audit of stock

### **Resources**

- To liaise with technical and teaching staff regarding any problems in the ordering of apparatus.
- Collect materials from school grounds and local suppliers.
- Prepare and make teaching aids as required.
- Assist in coordination of work requests to facilitate support by advising staff of clashes of equipment, rota situation or lab changes for fume cupboards etc.

### **Support for Health Safety and Security**

- To be responsible for the safe storage of chemicals and apparatus.

- Deal with emergencies in classes, breakages and spillages of chemicals.
- Have knowledge of microbiological techniques – sterilisation and disposal of contaminated materials.
- Take care of plants and any animals within the area.
- Maintain and clean any scientific apparatus.
- Check materials and equipment before and after use by class for quantity and damage.
- Actively contribute to the assessment, monitoring and review of both Health and Safety procedures and information resources.
- Carry out risk assessments for technical activities.
- Provide technical advice and support on Health and Safety issues to technical and teaching staff.

### **Support to Academy**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the school day.

*Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.*

Post holder signature	
Principal signature	
Date	

## Person Specification

Essential Criteria	Measured by
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience in a related discipline.</li> </ul>	Application form / interview
<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>Good numeracy and literacy skills.</li> <li>NVQ3 in Laboratory and Associated Technical Activities (LATA) Educational or NVQ3 Laboratory Technicians working in education or C&amp;G Advanced Science Technician, or appropriate equivalent qualification or experience.</li> <li>Full First Aid Certificate.</li> </ul>	Application form / interview
<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>Good standard of practical knowledge</li> <li>Good understanding and ability to use relevant equipment/technology.</li> <li>Ability to work constructively as part of a team.</li> <li>Ability to relate well to children and to adults.</li> <li>A commitment to own personal development.</li> <li>An excellent standard of practical knowledge.</li> <li>A working knowledge of relevant equipment.</li> <li>Full working knowledge of relevant policies/codes of practice.</li> <li>An understanding of curriculum development, planning, evaluation and implementation.</li> <li>In depth understanding of specific area of learning e.g. Design.</li> <li>Understand the principles of child development and learning processes.</li> <li>Good organising, planning and prioritising skills.</li> <li>Methodical with a good attention to detail.</li> </ul>	Application form / interview
<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>Customer focused.</li> <li>Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>Open, honest and an active listener.</li> <li>Takes responsibility and accountability.</li> <li>Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>Is committed to the provision and improvement of quality service provision.</li> <li>Is adaptable to change/embraces and welcomes change.</li> <li>Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>Communicates effectively.</li> <li>Has the ability to learn from experiences and challenges.</li> <li>Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	Application form / interview

*Note 1: In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:*

- Motivation to work with children and young people.*
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- Emotional resilience in working with challenging behaviours and*
- Attitudes to use of authority and maintaining discipline.*