



Job Description

Job Title:	Science Technician
Grade:	Scale 4 £26,282 - £27,430 (fte £30,288 -£31,611)
Hours of work:	39 weeks a year
Line Manager:	Head of Science / Senior Science Technician
Team membership:	The Green School Trust - Science Technician Team
Supervisory Responsibility:	None

Functional Relationships:

- **Internal:** CEO & Executive Headteacher, Head of School, Senior Leadership Team, Science team TGSB & TGSG, students, Exams and Data officers
- **External:** Health and Safety Inspection

Main purpose of the post

Preparing and promoting the development of science practical work to meet teaching, student and learning needs. Advising staff of technical requirements raised by the curriculum, ensuring the health, welfare and safety of staff and pupils in accordance with health and safety legislation.

Specific Responsibilities and Tasks

Preparing and promoting the development of science practical work to meet teaching, student and learning needs

- To prepare solutions, materials and equipment as required for lessons and assessed work; following instructions as set out in work schemes, syllabuses and other relevant documentation.
- To provide more specialised technical support to students in respect of more complex practicals/individual project work; to interpret the technical aspects of their experiment, and provide practical solutions, as appropriate.
- To promote awareness of health and safety requirements and contribute to a safe working environment
- To contribute to the design, development and maintenance of specialist resources and/or long term projects.
- To provide guidance, assistance and support to students and teachers on the practical aspects of the curriculum, including researching and trialing alternatives for practical work, as necessary.
- To support the use of ICT in learning activities and for administrative duties within the department as appropriate.
- To assist in practical classes and carry out demonstrations under the supervision of the class teacher as required.
- To ensure the safe delivery, collection and storage of equipment, solutions and materials and the safe disposal of used solutions and materials.

CEO & Executive Headteacher: Mrs Sally Yarrow

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- To ensure that stock levels are maintained and that future requirements are identified.
- To check materials and equipment before and after usage for quantity and damage; to ensure that breakages and faults are reported to the Head of Department as appropriate.
- To carry out basic maintenance and checking of equipment/resources including routine repairs.
- To carry out general cleaning of equipment and laboratory surfaces/equipment as required.
- To report any health and safety issues or unsafe working practices as appropriate to the Head of Department.
- To be aware of, and comply with, policies and procedures relating child protections, first Aid regulations, health, safety and security, confidentiality, data protection and other school procedures, reporting all concerns to an appropriate person.
- To attend relevant meetings and participate in training and other learning activities and performance development as required, contributing to the overall ethos/work aims of the school.
- To undertake any other broadly analogous duties.

Advising staff of technical requirements raised by the curriculum, ensuring the health, welfare and safety of staff and pupils in accordance with health and safety legislation.

- Responsible for maintaining and checking all hazardous chemicals including the flammable store.
- Checking materials and equipment before and after class use for quantity and damage. Making repairs where required.
- To move items and equipment between laboratories and prep rooms.
- To follow Health and safety guidelines as laid out in the department and school policies in accordance with ASE and CLEAAPS guidance.

Generic Tasks:

- Ensuring an operational, safe, secure and tidy working environment in the Science department.
- Answering the phone, welcoming visitors, photocopying, filing, collating & preparing resources for use in lessons.
- Using computers to assist in admin & making resources for interactive whiteboards.
- To liaise with medical staff on accidents in the Science department including chemical information and correct procedures.
- Technicians are required to undertake other duties within the Science department, agreed with the Senior technician and their line manager, which promotes the practical teaching of Science.

General Responsibilities

- To support in the delivery of the Trust's provision across the Trust's schools as directed by Executive Headteacher in line with the ethos of the Trust
- To uphold the staff Code of Conduct and ensure that personal and professional conduct is in line with the ethos of the Trust.
- To be aware of and to adhere to child protection policy and procedures.
- To adhere to all school policies, safeguarding procedures and statutory regulations.
- To be responsible for own continuing self-development, undertaking training as appropriate.
- To engage in the Trust's Appraisal process
- To undertake any other reasonable duties that may be required by the Executive Headteacher or Head of School
- To undertake playground, corridor or lunch / break or before / after school duty supervision as directed.
- To provide first aid to pupils and staff in line with school procedures (training to be provided if required)
- To support wider school events, trips and activities including attending them.
- To be a first aider and fire marshal.

This job description is designed to outline the main duties and responsibility associated with the post but is not

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intended to be an exhaustive list of all duties performed. It may be subject to modification or amendment at any time after consultation between the post-holder and Executive Headteacher. These responsibilities are subject to the general duties and responsibilities contained within the statement of contract.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Green School Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation. Confidentiality must be ensured at all times

Data Protection

Employees of The Green School Trust will have access to data and personal information that must be processed in accordance with the terms and conditions GDPR May 2018.

Equal Opportunities

Directors are committed to achieving equality of opportunity and expect all employees to implement and promote their policy in their own work.

- Promote equality of opportunity for staff and pupils.
- Ensure services are delivered fairly and without discrimination.
- Develop personal and team understanding of equality and diversity issues.

Safeguarding Children

The Green School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to adhere to the statutory guidance "Keeping Children Safe in Education"

Staff are expected to adhere to the Trust's Safeguarding Policy and to undertake regular training.

This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment

For more information visit <https://www.gov.uk/crb-criminal-records-bureau-check>

Health and Safety

You are required to comply with and fulfil responsibilities within the school's Health and Safety policy at all times

- Promote and safeguard the welfare of children and young people.
- Maintain confidentiality in line with Trust procedures.
- Adhere to safeguarding and child protection policies. Maintain awareness of relevant legislation.
- Implement any additional managerial health and safety responsibilities where applicable.

Flexibility

- This job description outlines the main responsibilities of the post. Staff may be located at either site depending on need.
- In addition, the job description may be reviewed and amended in consultation with the post holder to reflect the changing needs of The Green School Trust.
- All staff are required to comply with Trust policies and procedures.

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