

Brownhills Ormiston Academy



Job title:	Science Technician (Level 2) Maternity Cover
Location:	Brownhills Ormiston Academy, Brownhills
Salary:	Grade 2 Scale 3-5
Status:	Fixed term contract
Contract:	Academy
Hours:	35 hours
Responsible to:	Head of Science
Disclosure level:	Enhanced Disclosure and Barring Services Check (DBS) will be a requirement of the post, as well as obtaining suitable references for the successful applicant.
Safeguarding:	Brownhills Ormiston Academy takes safeguarding seriously. All applicants will be subject to rigorous safeguarding checks and will be asked questions on safeguarding

Purpose of the job:

- To ensure that technical support provided within the science department is effective, efficient and delivered in a timely manner to enable the delivery of high quality education for all students. To ensure that all provision and storage of equipment and materials is in adherence to all Health and Safety requirements.

	Level 2
Teaching and Learning	<p>Plan, prepare and set up specific resources / materials / equipment for lessons, under general direction of the class teacher.</p> <p>Trial practical activities to check for any safety and practical issues to ensure success.</p> <p>Support structured and practical activities for groups of a one to one basis.</p> <p>Tidy up and clean workshops/classrooms or other relevant work areas.</p> <p>To assist with exhibitions, displays and demonstrations as required.</p> <p>Undertake first aid duties.</p>
Equipment maintenance	<p>Develop, prepare and maintain specialist resources as required</p> <p>Ensure the safe and secure storage of allocated resources / materials / equipment to prevent unauthorised access / misuse</p>

	Clean and undertake day to day maintenance of equipment as needed and directed to ensure it is clean and in good working order.
Resources	<p>Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use.</p> <p>Safely and securely store allocated equipment and materials to prevent unauthorised access or misuse.</p> <p>Source materials locally for use in practical activities.</p> <p>Provide care for plants and animals held within the department.</p> <p>Maintain and issue paper resources, initially provided by teaching staff, such as worksheets and tests.</p> <p>May handle small amounts of money for supplies.</p>
Systems, policies and procedures	<p>Perform duties in line with health and safety regulations and take action when hazards are identified, including reporting any serious hazards to the line manager.</p> <p>Conduct risk assessments for the activities of technicians.</p> <p>Maintain knowledge relating to practical developments in science, relevant to the specifications taught, and to health and safety.</p> <p>Carry out health and safety checks on stores and prep rooms.</p> <p>Provide technical support and guidance to all teachers, including health and safety guidance, when requested.</p> <p>Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.</p>
Team involvement	<p>May demonstrate own duties to new or less experienced staff</p> <p>Attend and participate in staff meetings and relevant training where appropriate.</p> <p>Carry out First Aid if and when required</p> <p>Duties may be required dependent upon staffing levels and absence</p>
Building professional relationships	<p>Communicates with pupils to support learning</p> <p>Exchanges information with staff and suppliers</p>
Record keeping and information management	<p>Undertake record keeping as directed such as inventory of equipment and chemicals</p>
Problem solving and decision making	<p>Interpret information or situations to solve straight forward problems and make minor decisions</p>

Knowledge, skills and experience	<p>Working at or towards national occupational standards in a relevant area to level 2</p> <p>Knowledge of appropriate use of specialist equipment and materials</p> <p>Knowledge and experience of policies and procedures relevant to health and safety and child protection.</p> <p>First aid at work may be a requirement or paediatric first aid.</p>
Physical demands and working conditions	<p>Regularly lifts and moves, pushes and pulls resources, materials and equipment which may be awkward or heavy.</p> <p>May be regularly exposed to dirt, fumes, chemicals, liquids, possible hazardous materials.</p>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Notes:

All staff are part of a wider academy team. Everyone, therefore, is required to support the values/ethos of the academy and the academy priorities as defined in the Academy Improvement Plan. This will mean being responsive to the needs of colleagues, parents and students and being flexible in a demanding environment. On occasions the post holder may be expected to carry out additional tasks, as requested by the Headteacher and Governors, which are not specifically specified in this job description. All staff in the academy work subject to statute and academy policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.

This job role is subject to review with the post holder from time to time.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential that post holders disclose whether they have any pending charges, convictions, bind-overs or cautions and if so, for which offences. Any failure to disclose such convictions will result in dismissal or disciplinary action by the academy.

The post holder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of this post.

<i>Attributes identified by Application, Interview, Task and References</i>	
Education and qualifications	E: Essential D: Desirable
NVQ level 2 in related area or equivalent experience Math's, English and Science C or equivalent Level 2 key skills. Experience of working within a similar role. NVQ level 3 in related area. GCSE / A-level in Chemistry.	E E D D D
Experience and Knowledge	E: Essential D: Desirable
Ability to engage constructively with and relate to young people. Competent use of IT. Understanding of the education system. Knowledge and understanding of safeguarding. Good scientific and technical background. Great communication and team working skillset. Ability to prioritise and meet demands. Stock inventory and record keeping. Knowledge and appropriate of equipment and materials. Knowledge of safe treatment and disposal of materials and substances. Experience of working in an educational setting. Experience of working successfully with disaffected students including those with challenging behaviour. Experience of exam invigilation.	E E E E E E E E E E D D D D
Personal Qualities	E: Essential D: Desirable
Respect for young people and their needs. Ability to establish positive working relationships with students, staff and visitors. A relentless drive for excellence. Ability to keep calm under pressure. Ability to promote and demonstrate positive values, attitudes and behaviour. Evidence of continuing professional development.	E E E E E D
Other Requirements	E: Essential D: Desirable
Evidence of continuing professional development. Good oral and written communication skills. An Enhanced DBS clearance is essential. Work in line with the Academy's policies and procedures. Willingness to become a first aider if required.	E E E E E