

JOB DESCRIPTION
SCIENCE TECHNICIAN

POST HOLDER:

RESPONSIBLE TO: Associate Assistant Head of Academy (Science)

LINE MANAGEMENT OF:

WORKING HOURS: 37 hours per week (no TOIL)
Term time only

WORKING PATTERN: Your normal daily work pattern is Monday to Friday 08:00 to 16:00 (with a 30-minute early finish one of the days) and with an unpaid half hour lunch break

SALARY: FMAT Scale SC3

HOLIDAY ENTITLEMENT: A paid entitlement of 25 days' annual leave and 8 statutory bank holidays

JOB PURPOSE

The core purpose of the role is to provide technical support to the work of the teachers in the Science Department. The technician role forms a central part of the work of the department; the post holder will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the pupils.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head of Academy than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

1. Carrying out risk assessments for practical and technical activities.
2. Preparing apparatus, materials and solutions and setting up/checking equipment and apparatus for use in practical classes. Setting up and, on occasions carrying out demonstrations. Retrieving and clearing away apparatus, etc.
3. Running trails of experiments and demonstrations and advising teaching staff accordingly.
4. Supporting practical Science lessons as requested to give technical help to pupils.
5. Advising teaching staff about current health and safety standards and ensure that teaching staff are aware of the dangers of leaving equipment in an unsafe condition e.g. breakages, spillages etc.
6. Disposal of waste laboratory materials in accordance with established guidelines.
7. In the event of spillage, liaise with school caretakers to ensure that floors, walls, benches, equipment and fittings are properly cleaned.

8. General maintenance (including cleaning) of apparatus and equipment and basic maintenance of general laboratory services and facilities. Reporting faults to all staff concerned including caretaking staff.
9. Manage and maintain the prep rooms to ensure that equipment and resources are stored safely and securely.
10. Responsible for annual stocktaking and monitoring of stock levels.
11. Requisition of consumable or equipment as specifically authorised to maintain working stocks and maintenance of secure inventories, stock control and issue of chemicals, apparatus equipment, materials, stationery and books, in accordance with specified procedures.
12. Maintaining standards of safety and security in relation to the technician service to the Science Department, in accordance with School policy.
13. Liaison with technicians in other schools on matters of common interest.
14. Assist with the exhibition and display work for open evenings and other school events as appropriate.
15. Electrical testing of equipment across the Academy.
16. Academy First Aider and minibus driver.
17. Supporting the overall work of the Science Department.

GENERAL

1. Promote and safeguard the welfare of students you come into contact with.
2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
4. Be aware of, support and ensure equal opportunities for all.
5. Contribute to the overall ethos/work/aims of the Trust.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training, other learning activities and performance development as required.
9. Engage actively in the performance review process.
10. Perform any other such duties as the Head of Academy may from time to time determine.

I have read and accept this job description.

NAME: _____

SIGNED: _____

DATED: _____

PERSON SPECIFICATION SCIENCE TECHNICIAN

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

Experience/knowledge/qualifications	Essential	Desirable
Educated to GCSE level A* - C or equivalent in English and maths	✓	
Experience of using Microsoft Office (Word, Excel, Outlook)	✓	
Experience relating to Science related skills and knowledge up to and including an GCSE Level in Science	✓	
Detailed knowledge (or a willingness to learn) of safe working practices in relation to the handling and usage of hazardous equipment and tools	✓	
Detailed knowledge (or a willingness to learn) of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals	✓	
Detailed knowledge (or a willingness to learn) of Health & Safety legislation as it relates to the work of a school	✓	
Minibus driving license (or willingness to achieve this)	✓	
First aid qualification (or a willingness to achieve this)	✓	
NVQ Level 3 Laboratory Technicians in Education or equivalent. Degree in Science or equivalent		✓
Experience in a similar role (ideally in a school setting)		✓
A sound knowledge of National Curriculum requirements		✓
Personal qualities and attitudes	Essential	Desirable
Ability to identify work priorities and manage own work load	✓	
Good interpersonal skills and ability to relate well to all staff and students	✓	
Ability to maintain accurate work records and inventories	✓	
Ability to work on own initiative to follow through set tasks from staff	✓	
Highly organised	✓	
The ability to prioritise own time, with an emotional resilience when working under pressure to tight deadlines	✓	

with a sense of balance and perspective		
Highest levels of professional and personal integrity	✓	
Excellent attendance and punctuality	✓	
Willing to undertake appropriate training and development with a positive attitude including a commitment to undertake the necessary training to fulfil this role	✓	
A commitment to the ethos, vision and values of the Trust	✓	