

Job title: Science Technician

Main purpose of job:

To provide full technician support to teaching staff, particularly in the preparation and clearing away and cleaning of lesson materials. To clean equipment and laboratories after each lesson and any chemical spillage when they occur.

Department: Science Faculty

Location: Plume Academy

Position reports to: Faculty Leader
Science

Position is responsible for: N/A

Length of contract: Permanent –
37 hours per week
Term time only – 38 working weeks

Salary: LGPS Pay scale 2 Points 11-14
Actual Starting Salary - £14,734, point 11

Key Responsibilities and Accountabilities

Main Duties:

- to ensure the efficient preparation and organisation of equipment for lessons as required
- to clean equipment and laboratories after each lesson and any chemical spillage which occurs
- to ensure safe storage and use of laboratory equipment
- to support teaching staff and students during lessons and also to assist supply teachers in the setting up of equipment
- to assist in preparing lesson materials in other departments from time to time
- to liaise with other departments and schools regarding the use of additional or specialist equipment
- to refer stock requirements to the Senior Science Technician
- to undertake routine photocopying as required
- to liaise with maintenance staff regarding any gas/fume problems which may occur



- to ensure the application of Health & Safety procedures and to raise awareness of Health and Safety issues specifically in relation to laboratories
- to undertake any training commensurate with the post
- to assist in ensuring the safe conduct of students in the department
- maintenance of laboratories.

General

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy

The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Date of next review: Annually in line with the PMR process.

Date: June 2021

Person Specification

Person Specification - Qualifications and Experience	Essential	Desirable
Educated to Level 2 standard of education	✓	
Evidence of further professional study		✓
Good level of understanding of ICT in Microsoft packages	✓	
High standards of achievement and professionalism	✓	
Excellent communication skills both written and oral and the ability to communicate effectively with students and staff	✓	
Experience of assisting staff and students to resolve classroom issues		✓
Experience of responsibility in a pastoral area		✓
Knowledge, Skills and Abilities	Essential	Desirable
Thinking creatively to anticipate and solve problems	✓	
Organisational and planning skills including prioritisation of tasks	✓	
Demonstrates outstanding leadership traits and is comfortable as a team player	✓	
Ability to work as part of a team and on own initiative and with resilience	✓	
Ability to utilise data effectively to monitor progress and evaluate performance	✓	
Staying calm and cheerful when working under pressure	✓	
Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs		✓
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities	✓	
Commitment to the personal development of all students, staff and self	✓	
Knowledge and understanding of safeguarding issues	✓	
Ability to involve parents/carers, teachers, pupils, and other stakeholders constructively in assisting with pupil needs	✓	
Personal Qualities	Essential	Desirable
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
Ability to maintain trust and be highly respected by staff	✓	
Has high expectations and shows a passionate commitment to developing the best in young people	✓	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems		✓
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safe-guarding and promoting the welfare of young people	✓	
Flexible and adaptable	✓	