



JOB DESCRIPTION – SCIENCE TECHNICIAN

Purpose of Job:	To provide full technician support to teaching staff, particularly in the preparation and clearing away and cleaning of lesson materials.
Salary:	Scale 2 Points 11-14
Responsible to:	Faculty Leader of Science
Principle accountabilities:	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 when they occur

Duties and Responsibilities

- 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

THE DUTIES AND TASKS OUTLINED ABOVE ARE NOT INTENDED TO BE EXHAUSTIVE AND OTHER DUTIES MAY BE REQUIRED FROM TIME TO TIME BY THE PRINCIPAL AND IN ACCORDANCE WITH THE OPERATIONAL NEEDS OF THE ACADEMY.

PERSON SPECIFICATION SCIENCE TECHNICIAN

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working in specialist area in learning environment NVQ Level 2 or equivalent in specialist area GCSE Grade C or above (or equivalent) Maths & English
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and general procedures of the academy
	Literacy	Ability to read and write technical reports
	Numeracy	Good numeracy skills
	Technology	Excellent working knowledge of equipment and ICT packages relevant to specialist area
Communication	Written	Ability to write reports, letters etc
	Verbal	Ability to use clear language to communicate complex information unambiguously Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults Knowledge of specialist terminology etc.
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the academy's behaviour management policy
	SEN	Good understanding and support the differences in children and adults in relation to the role
	Curriculum	Good understanding of the academy curriculum in support of the role relevant to specific area
	Child Development	Good understanding of how the role contributes to child development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children and other adults
	Team work	Ability to work effectively with a range of adults Ability to motivate and inspire
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to supporting learning
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and support child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role