



Job Description

Job Title: Science Technician

Location: Bexleyheath Academy

Hours: 37 hours per week, 38 weeks per year

Reports to: Head of Department

Purpose of the Role:

To support Science Teachers in their task of improving student attainment by showing expertise in the safe running and maintenance of specialist equipment and up-to-date knowledge of health and safety procedures in specialist areas.

To achieve the highest standards of technical support for Science lessons through the management of Science preparations in providing a quality service to the teaching staff.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

1. The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post
2. To assist with coordinating the use of, and development of, practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum
3. To assist with the promotion and observance of a safe working environment for the technical support service by:
 - Actively contributing to coordinating the assessment, monitoring and review of both health & safety procedures and information resources
 - Keeping up-to-date with current procedures and practices through continuing professional development; the provision of technical advice on health & safety issues to teachers and technical support staff;
 - The safe storage, treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards; the safe storage and accessibility of equipment and materials.
 - To ensure that the technical department is resourced, organised and developed to meet the performance standards required by the department.



- To assist with setting up and monitoring systems used in the management and control of practical resources including: Leading on stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records; monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy;
- To assist within the science department on routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.

4. Assist with ensuring the department's resources are maintained to the required standards
5. Assist with maintaining departmental financial records
6. To attend departmental meetings as required
7. To advise the Head of Department on all matters relating to safety, technicians, technical support and laboratory maintenance
8. Assist with maintaining records and supervise the use of Radioactive sources

Further duties

1. To undertake the preparation of chemical solutions
2. To undertake the general maintenance and cleaning of equipment
3. To collect and organise stored equipment and materials for class use
4. To prepare equipment and materials for class lessons and demonstrations
5. To check materials and equipment for damage before and after class use
6. To comply with the safe disposal of chemical and biological waste
7. To undertake the care of plants and specimens as required
8. To assist staff with practical work in class
9. To maintain dean glassware and equipment
10. To maintain and organise resources in Prep-Room and storage areas
11. To undertake the photocopying of paperwork for class use as required
12. To organise and keep records of testing on portable appliances
13. To maintain laboratories to ensure a clean, safe and orderly environment
14. To inform the site team of any repairs on specific maintenance as required
15. To liaise with teaching staff regarding any potential health and safety problems with equipment
16. To maintain and inventory of materials and equipment and associated stock taking duties
17. To assist with checking of deliveries
18. To clean science laboratory sink traps annually
19. To check, clean and retest Bunsen Burners
20. To carry out PAT testing when necessary, in conjunction with the site team

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.



Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Post holder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.





Person Specification

Job Title: **Science Technician**

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none">• Excellent numeracy / literacy skills• Willing participant in development and training opportunities	<ul style="list-style-type: none">• A-Level or GCSE Science or NVQ 2 or equivalent or relevant experience
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none">• Previous experience of working in a science and/or technology environment• Knowledge of Health & Safety legislation• Experience of working to deadlines in tasks that require a high level of accuracy• High level of proven written, verbal and non-verbal communication skills• Proven administrative skills with good working knowledge in all relevant Microsoft Office software and use of online resources• Awareness and understanding of safeguarding/child protection	<ul style="list-style-type: none">• Working within a school environment and knowledge of the education system



Skills	Line management responsibilities (No.)	<ul style="list-style-type: none">• N/A	
	Forward and strategic planning	<ul style="list-style-type: none">• N/A	
	Budget (size and responsibilities)	<ul style="list-style-type: none">• N/A	
	Abilities	<ul style="list-style-type: none">• Ability to meet strict deadlines with attention to detail• Good working level of literacy, numeracy and ICT skills	
Personal Characteristics	Behaviours	<ul style="list-style-type: none">• Methodical and organised with a conscientious and positive disposition• Ability to exercise discretion in dealing with confidential or sensitive matters at all times• Ability to work both independently and as an effective team member• Willingness to work flexibly and collaboratively as required to meet changing service needs	
Special Requirements		<ul style="list-style-type: none">• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check• Right to work in the UK• Evidence of a commitment to	



		<p>promoting the welfare and safeguarding of children and young people</p> <ul style="list-style-type: none">• Ability to travel as required	
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