

JOB DESCRIPTION

Job Title:	Science Technician
School:	Orchards Academy
Working basis:	37 hours per week, Monday - Friday, Term Time + inset days
Reporting To:	Head of Science
Key Internal Relationships:	Headteacher, SLT, Teaching Staff, Support Staff, Trust HQ, other TKAT schools
Our Commitment	
<p>Be Who You Are at TKAT - This Job Description represents the role as we see it in its entirety.</p> <p>We do not expect candidates to have in-depth experience of every element of an application, but we do expect to provide you with the support and flexibility you need to get there and to enable you to do it your way. We want to demonstrate to our children and young people what a good, inclusive employer looks like in order to inspire them to be whoever they want to be.</p> <p>Safeguarding - TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.</p> <p>Equal Opportunities - TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part-time or on a flexible basis.</p>	
Job Purpose	
<ul style="list-style-type: none"> To provide comprehensive, high-quality technical support to the Science department, enabling the smooth and safe delivery of practical activities across all key stages (Biology, Chemistry, and Physics). 	
Key Responsibilities	
<p>1. Practical Support and Preparation</p> <ul style="list-style-type: none"> Prepare apparatus, equipment, and materials for science practical lessons and demonstrations in accordance with teachers' requests, ensuring compliance with health and safety standards (including CLEAPSS and COSHH regulations). Test and trial new experiments and equipment as required, providing technical advice and support to teaching staff and students. Set up and dismantle equipment in laboratories; collect, clean, and return apparatus and chemicals to 	

the preparation room after use.

- Assist teaching staff in practical lessons as needed, offering technical advice and support to students.

2. Maintenance and Safety

- Maintain a safe and tidy working environment in the preparation rooms and laboratories at all times.
- Ensure the safe storage, handling, use, and disposal of all chemicals, specimens, and hazardous substances, adhering strictly to COSHH and CLEAPSS guidelines.
- Conduct routine checks, maintenance, and cleaning of equipment, apparatus, and resources, including simple repairs, and arranging for major repairs or servicing where necessary.
- Maintain up-to-date health and safety records, including risk assessments for technical activities.
- Be responsible for the welfare and maintenance of any living organisms (plants/animals) within the department.

3. Stock Management and Administration

- Manage and maintain stock control, including accurate inventories of equipment and chemicals.
- Monitor stock levels, compile and process orders for new equipment, chemicals, and materials in line with departmental budget constraints, and check deliveries against invoices.
- Provide general administrative support, such as photocopying and assisting with departmental displays.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager. This job description may be amended at any time in consultation with the postholder.

PERSON SPECIFICATION

Criteria	Essential (E) / Desirable (D)	How Tested (A=Application, I=Interview)
Qualifications & Experience		
A good general standard of education, including GCSE (or equivalent) in English, Maths, and at least one Science subject.	E	A, I
Experience of working in a laboratory or technical environment.	E	A, I
Knowledge of safe working practices, including COSHH regulations and CLEAPSS guidance.	E	A, I
Relevant science qualification (e.g., A-Level, BTEC, or Degree) in a science subject.	D	A, I
Previous experience working as a Science Technician in a school or college setting.	D	A, I
Basic First Aid training or willingness to undertake training.	D	A, I
Skills & Knowledge		
Proficient in a range of practical scientific techniques (e.g., preparing solutions, using scientific apparatus).	E	A, I
Excellent organisational and time management skills, with the ability to prioritise tasks effectively.	E	A, I
Good communication skills (written and verbal) to liaise effectively with teaching staff and students.	E	A, I
Specialist knowledge in one or more science disciplines (Biology, Chemistry, Physics).	D	A, I

IT skills, including proficiency in Microsoft Office (Word, Excel) for stocktaking and ordering.	D	A, I
Ability to design and construct simple science apparatus.	D	A, I
Personal Qualities		
A professional, proactive, and flexible 'can-do' approach to work.	E	A, I
A commitment to maintaining a safe and healthy working environment.	E	A, I
Ability to work effectively as part of a team and independently, using initiative.	E	A, I
Commitment to the safeguarding and welfare of young people. (All appointments are subject to an enhanced DBS check).	E	A, I