



## SCIENCE TECHNICIAN

### Job Description

**Job Grade:** TSAT D 37 Hours a week term time only

**Responsible to:** Head of Science

#### Job Purpose:

- To provide professional and reliable support and practical resources to the Science department
- To assist and develop the day to day running of the Science department, and promoting the work of the department internally and within the community
- To ensure the maintenance of a safe working environment.
- To contribute to the assessment, monitoring and review of both health and safety procedures and practices through continuing professional development in conjunction with the Head of Science and the Health and Safety Officer.
- To monitor the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.
- To ensure the healthy and safe storage and accessibility of equipment and materials.
- To carry out checking, cleaning, maintenance, calibration, testing and repairing of equipment.
- To oversee the compilation of orders, including sourcing, costing and suggesting economic alternatives to maintain stock levels.
- To maintain up to date records of stock.

#### Key Areas of Responsibility/Duties

- Ensure that technical knowledge is kept up to date through training and familiarisation with CLEAPPS guidance.
- To be responsible for setting up and monitoring systems used in the management and control of practical resources.
- Organise and monitor stock control procedures to maintain practical resources in the department at a sensible level.
- Initiate orders for practical resources and keep appropriate records.
- To support the Science teaching staff in meeting the needs of the curriculum.
- Carry out risk assessments for technical work and provide relevant technical information for teaching staff.
- To be accountable for the maintenance of a safe and healthy working environment.
- Take overall responsibility for the preparation of definitive equipment for internal and external tests and examinations.
- Organise the construction and modification of apparatus in consultation with colleagues.

BE YOUR BEST

[www.goodwinacademy.org.uk](http://www.goodwinacademy.org.uk)

Principal: Mr S Smith BSc (Hons) PGCE MA (Ed) NPQH  
Chief Executive Officer: Mr S Gardner BA (Hons) MSc NPQH NLE

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- Contribute to the development of new/revised practical lessons including overseeing the trialling of new/adapted science experiments.
- Use specialist knowledge to advise teaching staff on best practice when introducing new schemes of work for practical lessons and experiments.

*The duties may be varied to meet the changing the changing demands of the Academy. This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular dues set out above.*

## **General Duties relevant to all members of staff**

### **The Trust**

The ethos of the Trust is included within the strapline “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.

As a member of the Trust your role will be based at The Goodwin Academy. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

### **1.1 Teaching and Learning**

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

### **1.2 ICT**

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### 1.3 Health and Safety

Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

### 1.4 Safeguarding

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

### 1.5 Data Protection

**The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.**

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Principle. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

***The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.***



Goodwin Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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