



## JOB DESCRIPTION

<b>Job Title:</b>	Science Technician
<b>Grade:</b>	VIAT 4
<b>School / Department:</b>	Valley Park School
<b>Base:</b>	Valley Park School
<b>Hours:</b>	37 hours per week, 190 days per academic year
<b>Reports to:</b>	Head of Science
<b>Accountable to:</b>	Assistant Headteacher

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### 1. Key responsibilities

1. Maintain a safe working environment for students and staff, conscious of all social distancing and Covid working guidance.
2. Prepare and supply equipment, solutions and materials requested by teachers to support teaching and learning. Display any hazards along with safety equipment and safety advice.
3. Wash and clean apparatus and working areas, liaising with the Head of Science to ensure that all equipment is treated in accordance with the school's Covid working guidance.
4. Proactively service and repair apparatus and where necessary arrange for external services to complete repairs.
5. Design and make new apparatus.
6. Be prepared to support colleagues and students in lessons.
7. Undertake stock control.
8. Arrange for the purchase of equipment and supplies to support lessons and the smooth running of the department, liaising with the Head of Science.
9. Prepare chemical solutions.
10. Proactively source materials for the department from local business and local schools.
11. Care for any plants and/or animals within the department.
12. Provide reports to the Head of Science relating to stock control and equipment auditing.
13. Support the work of the Science department through accurate record keeping.
14. Maintain networks with other science technicians and professional organisations.
15. Disseminate safety information as it is received, to the department and be responsible for the upkeep of safety equipment within the department.



16. Be/train to be a first aider.

**2. Data Protection**

- Work within the requirements of Data Protection at all times

**3. Safeguarding**

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

**4. Equality and Diversity**

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

**5. Statement**

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

Signed: ..... Date: .....

### Science Technician

AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education (5 x GCSEs – Mathematics, English, Science C or above)</li> </ul>	<ul style="list-style-type: none"> <li>• Education to A Level standard or beyond</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of similar role</li> <li>• Working in a busy school environment</li> <li>• Working collaboratively as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Use of computerised information management system</li> <li>• Use of SIMS within an educational setting</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Awareness of and enthusiasm for VIAT education standards.</li> <li>• Knowledge and awareness of current customer service principles and practice.</li> <li>• Awareness of Health and Safety principles and how they relate to a scientific and educational environment</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent analytical skills</li> <li>• Excellent verbal communication skills</li> <li>• Excellent written communication skills</li> <li>• Excellent planning and organisation skills - with absolute attention to detail</li> <li>• Ability to prioritise and multi task</li> </ul>	<ul style="list-style-type: none"> <li>• Good level of IT skills including Outlook, MS Office and MS teams</li> <li>• Basic understanding of or a willingness to be trained in the use of MS Teams</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Flexibility, initiative and the ability to maintain a positive approach whilst working under pressure.</li> <li>• A warm and welcoming manner.</li> <li>• The ability to manage self &amp; time well.</li> <li>• A positive approach to self-improvement.</li> <li>• Ability to give advice and instruction in a helpful and professional manner.</li> </ul>	