

## JOB DESCRIPTION

### Science Technician

PART TIME (37 HOURS PER WEEK)  
TERM TIME PLUS TWO ADDITIONAL WEEKS

**Job Title:** Science Technician

**Reporting To:** Head of Faculty

**Liaising With:** Principals, Staff and Students

**Grade / Salary:** Academy Range 4

#### Role Purpose:

- To work under the general direction of the Principal and Head of School supporting the day to day operations on the Academy sites.
- To act as an integral part of the staff team and as such make a contribution to the overall aims of the school.
- To ensure and maintain a positive, calm learning environment through ensuring and promoting appropriate behaviour of students in line with the Academy values of *Ready, Respectful and Safe*.
- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling the Trust's values in all aspects of the role.

#### Responsibilities:

- To meet with the senior Science Technician and plan a weekly schedule to assist on technical requests from Science staff.
- Preparing and maintaining resources for teaching staff within the Science Department.
- Provide administrative support to departmental staff.
- To ensure that all materials are stored in a safe and proper manner across the school, ensuring areas are free from obstruction.
- To support the safety of all persons on site with particular focus on the safety of young people.
- Establish good relationships with students, acting as a role model.
- Attend site Health and Safety Meetings and ensure actions are implemented.
- Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility.
- To prepare scientific equipment, resources and materials for Departments on request.
- To offer technical assistance in lessons for science staff when required.
- To assist in the preparation of equipment, resources and materials for Extension activities.
- To assist in the monitoring of the health & safety and maintenance requests from the Science department.
- To make sure that store room and laboratories are kept tidy.
- To organise stock in the Science department on request.
- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.

- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
- To be friendly, helpful and welcoming to parents and others visiting or making contact with the Academy.
- To provide a good role model for students.
- To support and uphold the aims, values and ethos of the Academy.
- To develop a relationship with students that is professional, firm, fair caring and friendly, and based upon mutual respect.
- To maintain an appropriate and professional distance with students in more informal situations, or when dealing with Sixth Form students.
- Using the Academy Behaviour Policy to deal with student behaviour in a manner which is appropriate to the context. This may be firmly and authoritatively, or more flexibly depending on the situation
- To celebrate and praise the achievements of staff and students.
- To deal with students in a manner which conveys mutual respect.
- Not to behave towards students in a manner which is aggressive, intimidating, or demeaning in any way.
- To have regard to the Academy's Contact Policy when it is necessary to restrain a student or to use physical force.

#### **Personal Qualities and Attributes:**

This position requires the following personal qualities and attributes:

- To contribute towards the Academy's and the Trust's vision and ethos. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Demonstrate academic ambition for all students; a genuine passion and belief in the potential of every student;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to work collaboratively with partner schools in the Trust and beyond;
- Ability to communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents and external agencies;
- To be an ambassador for the Academy in dealing with external persons, and to be an admired and respected member of the team by internal staff and pupils/students;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner;
- To be highly motivated and to have a flexible approach towards work and working hours.

**Other Duties:**

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- Share the Trust's and the Academy's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the Academy;
- Ensure that **all** duties and services provided are in accordance with **all** Turner Schools policies and the Academy's procedures in line with staff code of conduct/professional expectations;
- To undertake training as necessary;
- To actively engage in the performance management process;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other duty as specified by the Principal/Senior Leadership Team not listed above;
- To be a key part of the life of the Academy community, to support both the values, vision and ethos of the Academy and Turner Schools and encourage students to follow this example.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

<b>Person Specification</b>		
	<b>Essential (E) or Desirable (D)</b>	<b>Evidence</b>
<b>Education, Qualifications, Training</b> <ul style="list-style-type: none"> <li>• A level technical experience</li> </ul>	D	Application
<b>Skills, Knowledge &amp; Experience</b> <ul style="list-style-type: none"> <li>• Previous laboratory experience and/or a background in science</li> <li>• Experience working in an educational setting.</li> <li>• Good understanding of health and safety requirements and COSHH</li> <li>• Good verbal communication skills</li> </ul>	D E E E E	Application Application Interview Interview Interview
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Able to build effective and positive working relationships</li> <li>• Organised and methodical approach to work</li> <li>• Professional, discrete, diplomatic</li> <li>• Enthusiastic and committed</li> <li>• Committed to safeguarding and promoting the welfare of children and young people</li> <li>• Committed to personal learning and development</li> </ul>	E E E E E E	Reference/Interview Reference/Interview Reference/Interview Reference/Interview Reference/Interview Application/Interview

**Acceptance:**

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....

DRAFT