



Job Description

Job Title:	Science Laboratory Technician
Reporting to:	Head of Science, Mr Ashley North
Working hours:	Full-time, 5 days per week, term time only

"The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the Sackville School Safeguarding - Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head

Working with us

Achieving more than you believed possible – that's what constitutes a quality education. At Sackville School it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us

Role Outline

Previous experience in a Science Technician role in a school environment is desirable but not essential as full training will be given.

The successful candidate will be an individual who ideally has experience in coordinating the use and maintenance of practical Science resources and facilities as well as providing assistance and advice in meeting the practical needs of the Science curriculum.

You will be responsible for preparing resources, chemicals and other materials for class practicals, carrying out maintenance checks, arranging for repairs as necessary, coordinating and organising the inventory of equipment and stock control and undertaking stock checks. Candidates need to be adept at liaising with equipment providers to ensure good quality provision, as well as academic staff to discuss timetables, equipment requirements and work plans.

A positive attitude and calm manner with the ability to organise, prioritise and deal with a demanding workload is vital. You will be an excellent communicator and have a professional approach. Candidates will be a confident and competent user of ICT (Word, Excel and Email).

Main Responsibilities

1. ASSISTING TEACHERS

- Planning and preparing courses and lessons in line with teaching staff requirements.
- Support the policies and aims of the School and ensure the good social, emotional and physical development of every child.

- Maintaining and monitoring display work in appropriate areas of the School.
2. **PERFORMANCE MANAGEMENT**
 - Participating in any arrangements that may be made for Performance Management of staff.
 3. **FURTHER LEARNING AND DEVELOPMENT**
 - Participating in arrangements for your professional development.
 - Undertake all aspects of training in relation to your role and First Aid/Health & Safety training.
 4. **STAFF AND DEPARTMENTAL MEETINGS**
 - Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School.
 - Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with teachers and staff from other Schools within the Group.
 5. **PUBLIC EXAMINATIONS**
 - Participating in arrangements for preparing practical examinations.
 6. **ADMINISTRATION**
 - Participating in administrative and organisational tasks related to such duties as are described above, including providing support for the teachers in the school and the ordering and allocation of equipment and materials.
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 7. **EXTRA-CURRICULAR ACTIVITIES**
 - There is an expectation that staff members play a full part in the extra-curricular life of the school and participate in open days and events outside of the School day.

All employees at Sackville School are expected to undertake additional duties as assigned by the Head.

Requirements of a Laboratory Technician on offer of employment

To undertake Safer Recruitment Training

To sign Safeguarding: Safer Recruitment Policy

To complete Induction Period

To complete Educare Online Training - Ongoing

Person Specification

The successful candidate will be a good team player who can communicate a love of the subject and contribute strongly to a committed team.

Qualifications and Experience

- Previous experience in a Science Technician role in a school environment is desirable but not essential as full training will be given
- Have a willingness to secure knowledge and understanding of the Science curriculum and related pedagogy
- An awareness of the impact that their Department's subject can make to the whole school
- Ability to assist teaching staff to KS3, KS4 & KS5 level

Professional Attributes

- Highly motivated and willingness to continue learning/training
- Resilient and responds well to challenge
- Excellent communication skills
- Team player Initiative
- Able to prioritise

Relationships with Young People

- Have high expectations for all young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them
- Hold positive values and attitudes and adopt high standards of behaviour in their professional role

Personal Qualities

- Enthusiasm, drive and a love for the job
- A passion for ensuring all aspects of school life demonstrate integrity and respect
- A good sense of humour
- Excellent communication skills, both verbal and written
- Ability to organise, plan and prioritise time effectively
- Team player
- Flexibility, adaptability and creativity

Appointment will be subject to enhanced DBS check, qualifications, relevant experience checks and satisfactory references.