



## JOB DESCRIPTION

**Job Description: Science Technician**

**Reporting To: Head of Science**

**Pay Scale: Scale Point 6**

**Hours of Work: Up to 37**

**Job Purpose:**

The purpose of this post is to provide efficient technical support to the science department, ensuring the safe use and development of practical resources. You will work as the sole technician to ensure that all apparatus and equipment is available and set up where necessary to meet the daily timetable requirements covering KS3 to KS4.

**Key Responsibilities**

- Work with the Head of Science to respond to changes in the curriculum or school system ensuring the practical and technical facilities meet the needs. Working with the Head of Science to prepare practical elements of new courses.
- Responsible for stock management and maintaining accurate records of science consumables. Ensuring chemicals, stationery and general laboratory equipment levels are maintained. Including placing of orders via the Head of Science, and checking invoices.
- Responsible for liaising with a range of suppliers to ensure best value and make local purchases where needed. Offer alternative and creative solutions when supplies are not readily available or budgets are limited.
- Preparation, assembly, setting up and testing of materials, components, apparatus, tools and equipment and ensuring their retrieval and clearing away after use. Setting up demonstrations for the use of teachers when required. Collating requisition sheets, preparing for all science lessons and liaising with subject teachers, including AV/ICT equipment. Preparing for special events such as induction days, science days, open evenings and extra-curricular activities.
- Trial practicals / demos that have not been done before.
- Provide technical and health and safety advice to teachers and pupils including assisting in practical classes where appropriate. Construct and/or modify simple apparatus using basic workshop skills.
- Provide advice and assistance to staff on safe working practices and problems relating to health and safety, in particular on the use of apparatus and equipment.
- Provide apparatus and materials for microbiological, radioactive and chemical work, in full compliance with COSHH regulations governing the same.
- Ensure the maintenance and repair of apparatus and equipment either by staff or contractors, including annual insulation and earth bonding testing of mains electrical equipment and annual monitoring of fume cupboards as required by COSHH legislation. Maintain accurate records of all repairs, maintenance, and testing carried out. Reporting faults and general maintenance to the premises and safety manager/IT Engineer/external agency as appropriate. Liaising with known specialist repairers to collect and repair broken equipment. This should include organising maintenance of gas taps and fume cupboards as required, arranging for repair/service of equipment (e.g. power packs, microscopes) and keeping simple records of faults reported.
- Be responsible for setting up monitoring systems to ensure adequate maintenance of practical facilities and laboratory services ensuring storage is provided. Escalating faults or inadequacies to the Head of Science or Premises and Safety Manager as appropriate.
- Ensuring the satisfactory maintenance of laboratories, storage rooms, preparation rooms, apparatus, tools and equipment and liaise on the safety and relevant legal requirements.
- Adhere to health and safety legal and best practice requirements (for example, risk assessments, safe handling and storing of chemicals, COSHH requirements).
- Arranging safe disposal of biological and chemical hazardous waste through liaison with outside contractors.
- Ensuring that standardised risk assessments are available and that all staff are aware of their location. Maintaining a resource bank of safety information.
- Carry out monthly checks on radioactive sources alongside our Radiation Protection Supervisor, and support the annual inspection with our external partners.
- Maintaining and cleaning all apparatus, materials, chemicals and tools. Includes all laboratory spaces and preparation areas.
- Prepare and label chemicals, ensuring that the relevant risk assessment in accordance with COSHH regulations are met. Ensure correct and safe storage of all chemicals.
- Lifting and carrying equipment / chemicals up and down stairs.
- Regularly empty glass bins before they build up into large quantities. Ensuring that it is boxed up securely and disposed of with due regard to Health and Safety issues.
- Responsible for locking up laboratories and stores and securing equipment when not in use.
- Performing other such duties as reasonable correspond to the general character of the post and are commensurate with its level of responsibility.
- Carry out budget administration under the direction of the Head of Science and departmental administration as required.
- Liaise with, and offer additional support to student teachers, ECTs and staff with practical lessons / new equipment.
- Minor photocopying and organising of some central resources, eg, worksheets.
- Use computer to process orders and record stock levels.
- Flexibility with hours as needs require.
- Provide textbooks for lessons as requested by teaching staff

- Undertake first aid training and provide initial first aid response in science department
- Attend relevant training courses

**Where time allows**

- Assist staff with practical lessons and demonstrations.
- Assist staff with classroom displays.

**Specific:**

The post holder will be expected to work within the trust and schools' policies and procedures and uphold the organisation's vision. Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

**The key competencies and behaviours commensurate with this post are identified overleaf.**

The post holder will be required to act on their own initiative or on the authority delegated from their line manager or a member of the School/Trust SLT.

The post holder will be expected to work within the trust and schools' policies and procedures and uphold the organisation's vision.

The job description is not intended to be a complete list of duties and responsibilities, but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the trust. The post holder will undertake any other duties appropriate to the remit.

The trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.

- The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely).

**The key competencies and behaviours commensurate with this post are identified overleaf.**



# Ethical Leadership Qualities Competencies and Behaviours

Competency	We do this by
<b>Trust</b>	<ul style="list-style-type: none"> <li>• Being reliable, consistent, credible, honest, humble, courageous and kind.</li> <li>• Managing emotions and helping others to manage their emotions.</li> <li>• Keeping promises and doing what you say you will do</li> <li>• Having a genuine interest in others</li> </ul>
<b>Wisdom</b>	<ul style="list-style-type: none"> <li>• Developing knowledge and real expertise, then sharing knowledge</li> <li>• Learning from mistakes and failures and admitting when we are wrong</li> <li>• Recruiting knowledgeable, skilled experts, learning from them, embracing their expertise and helping them to flourish.</li> <li>• Viewing systems, methods, models and techniques as a means to an end, removing or changing them if they prove to be ineffective.</li> </ul>
<b>Kindness</b>	<ul style="list-style-type: none"> <li>• Being kind, humble and authentic</li> <li>• Leading with compassion and care, listening and seeing beyond the job role to the person</li> <li>• Using high levels of emotional intelligence. Building trust and rapport with others, by acknowledging, empowering and elevating others.</li> </ul>
<b>Justice</b>	<ul style="list-style-type: none"> <li>• Doing what is right, rather than what is popular or easy.</li> <li>• Ensuring we live and breathe our sense of purpose and values in the way we behave, interact with others, make decisions and communicate.</li> <li>• Ensuring rules are necessary and applying them in a consistent, transparent and fair way, whilst allowing for discretion and common sense.</li> <li>• Valuing difference, building diverse teams and encouraging others to behave responsibly towards the community and the environment.</li> </ul>
<b>Service</b>	<ul style="list-style-type: none"> <li>• Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour</li> <li>• Behaving in a dutiful, conscientious way, demonstrating humility and self-control to build great schools.</li> <li>• Removing barriers and blockers to enable others to do their jobs well</li> <li>• Leaving our egos at the door and putting ourselves in the service of others.</li> <li>• Channel ambition into our schools, not ourselves, and developing our successors</li> </ul>
<b>Courage</b>	<ul style="list-style-type: none"> <li>• Looking in the mirror when something goes wrong.</li> <li>• Remaining calm, optimistic and positive in the face of adversity, adapting to changing circumstances and helping others to move forward.</li> <li>• Give the whole truth, the back-story and the why.</li> </ul>
<b>Optimism</b>	<ul style="list-style-type: none"> <li>• Believing in our own ability, and the ability of others, to do what is right to change the world for the better.</li> <li>• Calling out negativity and cynicism</li> <li>• Remaining positive and encouraging, despite sometimes experiencing setbacks, challenges and pressures. Helping others to maximise opportunities, overcome challenges and celebrate success.</li> </ul>
<b>Vision</b>	<ul style="list-style-type: none"> <li>• Anticipating the future and helping people ready themselves for change. Thinking strategically, researching, gathering, analysing and assessing information, seeking opportunities for organisational development.</li> <li>• Scan the horizon, read and research, share learning with others and collaborate to consider options, obstacles and risks.</li> <li>• Believing in the potential of others; helping them be the best they can be.</li> <li>• Quickly taking in new information and translating that into recommendations, decisions, plans and projects.</li> </ul>