



## Science Technician - JOB DESCRIPTION

<b>Reporting To: Science Technician</b>	<b>Pay scale: TEAL Associate Staff Pay Scale, Point 5</b>
<b>Job Purpose:</b>	
<p>The purpose of this post is to provide a technical support service to science teaching staff to ensure that all apparatus and equipment is available and set up where necessary to meet the daily timetable requirements covering Key Stage 3 to Key Stage 5</p>	
<b>Key Responsibilities: Specific</b>	
<ul style="list-style-type: none"> <li>• Collating requisition sheets, preparation for all science lessons and liaising with subject teachers. Including AV/ICT equipment, special events such as induction day, science week and extracurricular activities.</li> <li>• Making basic equipment for practical work, including droppers, delivery tubes and stirring rods.</li> <li>• Maintaining, cleaning, storing and replacing all apparatus, materials, chemicals and tools. Includes all laboratories and preparation areas.</li> <li>• Stock taking and ordering to ensure chemicals, stationary and general laboratory equipment levels are maintained</li> <li>• Regular liaison meeting with other technicians to discuss sharing of resources.</li> <li>• Arranging safe disposal of biological hazardous waste.</li> <li>• Cleaning laboratories of those materials and apparatus provided regularly.</li> <li>• Reporting faults and general maintenance to premises manager/ICT manager/external agency as appropriate, arranging for repair/service of equipment (e.g. power packs, microscopes) and keeping simple records of faults reported.</li> <li>• Setting up equipment for demonstrations as requested by staff.</li> <li>• 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.</li> <li>• Provide support/training for other technician(s) in their area of expertise.</li> <li>• Lifting and carrying equipment / chemicals up and down stairs.</li> <li>• 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.</li> <li>• Supervise and support, as requested by line manager, new technicians with little/no experience.</li> <li>• Liaise with, and offer additional support to, ITT students, NQTs and staff with practical lessons / new equipment</li> <li>• Minor photocopying.</li> <li>• Working with subject leader to prepare practical elements of new courses.</li> <li>• Support the continual development of best practice with different scientific methods and the implementation of these to support teaching and learning</li> <li>• Trial practicals / demos that have not been done before</li> <li>• Attention to Health and Safety and COSHH regulations in all of the above.</li> <li>• Use computer to record stock levels.</li> <li>• Flexibility with hours as needs require.</li> <li>• Provide textbooks for lessons as requested by teaching staff</li> <li>• Carry out first aid duties for students and staff on a rota basis.</li> </ul> <p>Where time allows:</p> <ul style="list-style-type: none"> <li>• Assist staff in lessons with practicals and demonstrations.</li> <li>• Assist staff with displays of students work (or posters that have been bought or sent to school) given sufficient notice.</li> </ul>	
<b>Key Responsibilities: General</b>	
<ul style="list-style-type: none"> <li>• 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/TEAL SLT.</li> <li>• The post holder will be expected to work within TEAL and the school's policies and procedures and uphold the organisation's values and vision.</li> <li>• 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 TEAL. The post holder will undertake any other duties appropriate to the remit.</li> <li>• TEAL 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.</li> <li>• 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.</li> <li>• 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).</li> </ul>	
<p><b>The key competencies and behaviours commensurate with this post are identified overleaf.</b></p>	



## Ethical Behaviours Charter

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 do the same.</li> <li>• Keeping promises and doing what we say we will</li> <li>• Having genuine compassion for others</li> </ul>
<b>Wisdom</b>	<ul style="list-style-type: none"> <li>• Developing knowledge and expertise, then sharing that knowledge</li> <li>• Learning from mistakes and failures and admitting when we are wrong</li> <li>• Seeing systems and processes as ways to fulfil our purpose, removing or changing them if they fail in that.</li> </ul>
<b>Kindness</b>	<ul style="list-style-type: none"> <li>• Being patient, respectful, generous and forgiving.</li> <li>• Acting with compassion and care, listening and seeing the person behind the role</li> <li>• Focusing on relational practice; building trust and rapport with others by empowering and elevating them.</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 our sense of purpose and values in the way we behave, make decisions and communicate.</li> <li>• Applying rules 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 and with moral purpose.</li> </ul>
<b>Service</b>	<ul style="list-style-type: none"> <li>• Putting ourselves in the service of others.</li> <li>• Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour</li> <li>• Behaving in a dutiful way, demonstrating humility and self-control.</li> <li>• Removing barriers to enable others to do their jobs well</li> </ul>
<b>Courage</b>	<ul style="list-style-type: none"> <li>• Holding ourselves to account when something goes wrong.</li> <li>• Remaining calm, optimistic and positive in the face of adversity and change.</li> <li>• Speaking honestly, openly and with empathy</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, cynicism and dishonesty.</li> <li>• Remaining positive and encouraging, helping others to overcome challenges and celebrating their success.</li> </ul>
<b>Vision</b>	<ul style="list-style-type: none"> <li>• Anticipating the future and embracing it. Thinking strategically, analysing and assessing information to deliver organisational growth.</li> <li>• Reading, researching, networking and sharing learning with others.</li> <li>• Believing in the potential of others; helping them be the best they can be.</li> </ul>