



Science Technician - JOB DESCRIPTION

Reporting To: Head of Science	Payscale: TEAL Associate Staff Pay Scale, Point 6
<p>Job Purpose:</p> <p>To actively support our core purpose, remembering that “We are here to make great schools and happier, stronger communities so that people have better lives.”</p> <p>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.</p>	
<p>Key Responsibilities: Specific</p> <ul style="list-style-type: none"> • 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.

Key Responsibilities: General

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.

The post holder will be expected to work within TEAL and the schools' policies and procedures and uphold the organisation's values and 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 TEAL. The post holder will undertake any other duties appropriate to the remit.

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.

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 Behaviours Charter

Competency	We do this by
Trust	<ul style="list-style-type: none"> • Being reliable, consistent, credible, honest, humble, courageous and kind. • Managing emotions and helping others to do the same. • Keeping promises and doing what we say we will • Having genuine compassion for others
Wisdom	<ul style="list-style-type: none"> • Developing knowledge and expertise, then sharing that knowledge • Learning from mistakes and failures and admitting when we are wrong • Seeing systems and processes as ways to fulfil our purpose, removing or changing them if they fail in that.
Kindness	<ul style="list-style-type: none"> • Being patient, respectful, generous and forgiving. • Acting with compassion and care, listening and seeing the person behind the role • Focusing on relational practice; building trust and rapport with others by empowering and elevating them.
Justice	<ul style="list-style-type: none"> • Doing what is right, rather than what is popular or easy • Ensuring we live our sense of purpose and values in the way we behave, make decisions and communicate. • Applying rules in a consistent, transparent and fair way, whilst allowing for discretion and common sense. • Valuing difference, building diverse teams and encouraging others to behave responsibly and with moral purpose.
Service	<ul style="list-style-type: none"> • Putting ourselves in the service of others. • Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour • Behaving in a dutiful way, demonstrating humility and self-control. • Removing barriers to enable others to do their jobs well
Courage	<ul style="list-style-type: none"> • Holding ourselves to account when something goes wrong. • Remaining calm, optimistic and positive in the face of adversity and change. • Speaking honestly, openly and with empathy
Optimism	<ul style="list-style-type: none"> • Believing in our own ability, and the ability of others, to do what is right to change the world for the better. • Calling out negativity, cynicism and dishonesty. • Remaining positive and encouraging, helping others to overcome challenges and celebrating their success.
Vision	<ul style="list-style-type: none"> • Anticipating the future and embracing it. Thinking strategically, analysing and assessing information to deliver organisational growth. • Reading, researching, networking and sharing learning with others. • Believing in the potential of others; helping them be the best they can be.