

Job Description

Job title: Science Technician

Main purpose of job:

To provide full technician support to teaching staff particularly in the preparation of equipment, chemicals, specimens and other resources for class practical work, demonstrations, assessments and examinations. Supporting the wider functioning of the faculty and physics, chemistry and biology subject areas. Consult with teaching staff across the faculty to ensure delivery of the necessary support to facilitate high-quality teaching and learning in science. Support a collaborative and supportive ethos across the faculty and more widely across the academy.

Principal Accountabilities:

- To manage, prepare, and where required, set up equipment in the lab for science lessons.
- Preparation and safe disposal of hazardous chemicals according to COSHH and CLEAPSS, manage safety and security of radioactive materials.
- Stock-management, ordering and maintaining the inventory of equipment and chemicals to ensure availability at all times.
- Work as part of science and technician team, covering for absent technician colleagues as required.

Department: Science

Location: Plume Academy

Position reports to: Faculty Leader - Science

Position is responsible for: N/A

Length of contract: Permanent
Term Time Only (38 Weeks), 37 hours per week; 8:00 am – 4:00 pm (Monday – Thursday) and 8.00 am – 3.30 pm on (Friday)

Salary: Support Staff Pay Scale, Band 3 (Point 17-21). Actual starting salary £21,154.

Key Responsibilities and Accountabilities

Main Duties:

- Preparation of science materials and equipment, including:
 - Consult with teaching staff to carry out risk assessments for practical activities
 - Disposal of hazardous chemicals and waste materials in accordance with CLEAPSS
 - Prepare equipment, chemicals and specimens and set out apparatus, teaching aids and relevant paperwork for all lessons, including requirements for SEND students
 - Clear labs and store equipment and apparatus after use, checking that rooms are ready for the next lesson
 - Check individual components in and out after class use to maintain inventory and ensure student safety
 - Preparation of chemicals, samples and solutions ensuring correct labelling and storage and management of chemical inventory

- Liaise with fellow technicians over use of equipment and stock
 - Advise teaching staff of any issues relating to practical lessons, including safety aspects. Report issues to site, including gas/fume problems
 - Collection, filing and maintaining of textbooks, worksheets and other resources
 - Repair of damaged equipment, where possible, or arranging for this to be carried out
 - First point of call for First Aid
- Routine maintenance of science laboratories and preparation rooms, their equipment and services:
 - Maintaining clean and tidy labs in conjunction with teaching staff, including neutralisation and cleaning of spillages.
 - Ensuring that any chemical debris, hazardous materials/spills, rubbish or equipment is removed from benchtops, sinks and other areas, cleaning of labs.
 - Storing equipment and materials tidily and safely.
 - Keeping all equipment clean including sinks, fume cupboards, goggles and safety screens
 - Looking after plants and any living specimens kept by the faculty.
- Knowledge of scheme of work and specification including research and learning of new curriculum for future offerings to ensure technician support and equipment availability
- Health & Safety
 - To ensure the application of Health & Safety procedures, and to raise awareness of H&S issues specifically in relation to laboratories.
 - To comply with COSHH regulations and CLEAPSS recommendations on safe storage, handling and labelling of chemicals and radioactive substances. To raise any safety concerns to the Faculty Leader.
 - To liaise with site staff regarding any electrical, gas or fume problems that may occur. Carrying out laboratory inspections and reporting of defects.
 - Carrying out safety checks on equipment e.g. Bunsen burners, plug sockets, LVUs
 - Assist in the safe conduct of students in the faculty.
- Maintaining the stocks of chemicals and equipment:
 - Stock taking of chemicals, stationery, books and glassware
 - Timely ordering of necessary stock items with the approval of the Faculty Leader
 - Checking deliveries on arrival and querying any missing/damaged items
- Other:
 - Undertake any training commensurate with the post.
 - Participation in the Performance Management process, taking responsibility for the identification of learning, development and training opportunities, in discussion with line manager.
 - To comply with individual responsibilities commensurate with the role e.g. Health and Safety in the Workplace
 - Undertaking printing and reprographic duties and other resource-related tasks required by the faculty.
 - Assisting with the organisation of educational field trips and excursions, in accordance with academy policy.
 - Supporting teaching staff in the classroom where required.
 - Maintaining faculty displays and notice boards and preparing materials for open evenings, to showcase science within Plume Academy.
 - Any other reasonable duties as delegated by the Faculty Leader or Joint Head of Academy.

The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Date of next review: Annually in line with the PMR process.

Person Specification - Qualifications and Experience	Essential	Desirable
Educated to A level standard of education or equivalent	✓	
One or more science A' levels		✓
Evidence of further professional study		✓
Good knowledge of COSHH and CLEAPSS		✓
Good level of understanding of IT in Microsoft packages	✓	
High standards of achievement and professionalism	✓	
Excellent communication skills, both written and orally	✓	
Experience of supporting staff and students to resolve classroom issues		✓
Experience of responsibility in a pastoral area		✓
Working knowledge of Lablogger or similar	✓	
Working knowledge of Health & Safety legislation, specifically COSHH	✓	
Basic knowledge of First Aid	✓	
Knowledge, Skills and Abilities	Essential	Desirable
Thinking creatively to anticipate and solve problems	✓	
Organisational and planning skills including prioritisation of tasks	✓	
Able to read and write technical reports	✓	
Demonstrates outstanding leadership traits and is comfortable as a team player	✓	
Ability to work as part of a team and on own initiative and with resilience	✓	
Ability to work under pressure	✓	
Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs		✓
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with Special Educational Needs	✓	
Commitment to the personal development of all students, staff and self	✓	
Knowledge and understanding of safeguarding issues	✓	
Ability to involve parents/carers, teachers, pupils, and other stakeholders constructively in assisting with pupil needs	✓	
Personal Qualities	Essential	Desirable
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
Ability to maintain trust and be highly respected by staff	✓	
Has high expectations and shows a passionate commitment to developing the best in young people	✓	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems	✓	
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safe-guarding and promoting the welfare of young people	✓	
Flexible and adaptable	✓	

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