

## Job Description

<b>Job Title</b>	Science Technician
<b>Grade</b>	Scale 3 Point 4
<b>Reports to</b>	Heads of Chemistry/Physics/Biology
<b>Job Purpose</b>	To provide technical support to the Science department.
<b>Duties</b>	<ul style="list-style-type: none"> <li>To ensure the satisfactory provision of technical assistance to the Science department. The nature of technical support requires close team co-operation and a willingness to adopt flexible working arrangements.</li> <li>to ensure that science lessons are promptly and adequately serviced by providing requested materials and apparatus organised to facilitate the smooth running of the lesson, and by clearing laboratories at the end of the lesson;</li> <li>to maintain apparatus in working condition, reporting faults in apparatus, electrical equipment, fixtures or fittings that need specialist repair to the Senior Technician;</li> <li>to check levels of stocks and equipment, requesting replacement and additions from the Senior Technician in good time so that orders may be placed;</li> <li>to assist with annual stock taking in the Science Department;</li> <li>to maintain books and lists as requested by the Head of Department;</li> <li>to carry out work with due regard to safety, applying regulations of which they have been made aware and seeking guidance from the Senior Technician when necessary. Advising teaching staff whenever possible;</li> <li>to assist with annual safety checks of all electrical apparatus and other annual reports relevant to the Science Department;</li> <li>to assist with and advise on the development of practical investigations, testing practical investigations when time allows;</li> <li>to check suitability of room for requested apparatus, arranging room changes where necessary;</li> <li>to ensure that authorised absence is covered by making suitable arrangements in advance;</li> <li>to identify training needs and report these to the Senior Technician and the Head of Department;</li> <li>to carry out such other tasks as may be agreed from time to time;</li> <li>to assist with training of new technicians;</li> <li>to be involved in the development of CTTC students attached to the school as part of the Colchester-based programme.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>To follow all policies and procedures of Alpha Trust and CCHSG</li> <li>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</li> </ul>
<b>Health and Safety</b>	<p>Under the Health and Safety at Work Act 1974 all employees are responsible for:</p> <ul style="list-style-type: none"> <li>Looking after their own safety and the safety of others affected by their work</li> </ul>

	<ul style="list-style-type: none"> <li>• Co-operating with the School, by following safe working practices and carrying out their health and safety responsibilities as detailed in the School's policies, risk assessments and health and safety standards.</li> <li>• Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures.</li> <li>• Taking part in any health and safety training and development identified as necessary by the Executive Principal or their Line Manager.</li> <li>• Using work equipment provided correctly, in accordance with instructions or training.</li> <li>• Ensuring that if they organise projects or activities involving students or other non-employees, risks are assessed as part of the planning stage and control measures implemented.</li> <li>• Reporting health and safety incidents, in accordance with the School's health and safety Incident Reporting Procedure.</li> <li>• Contributing to the safety education of students through the formal and informal curriculum.</li> <li>• Ensuring that any visitors in their care follow health and safety instructions. Effective supervision and safety of students under their care. This includes ensuring that students follow health and safety instructions.</li> </ul>
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### Person Specification

General Heading	Detail	Examples
Qualifications and Experience	Specific qualifications and experience	Experience of working in a science laboratory Previous experience of working in an educational establishment desirable
	Literacy	English to GCSE Grade C and above
	Numeracy	Maths to GCSE Grade C and above
Communication	Written	Ability to write detailed reports, letters etc.
	Verbal	Ability to exchange complex and sensitive information clearly with children and adults
	Listening	Ability to actively listen and seek to overcome communication barriers
	Negotiating	Ability to consult effectively with children and adults
	Confidentiality	Ability to keep information confidential
Working with Children	Behaviour Management	Understanding and implementation of school behaviour management policy
	SEN	Understand and support the differences in children and adults in relation to Science

	Curriculum/School Organisation	General understanding of the school curriculum and organisation structure and the importance of Science
	Child Development	Understanding of how Science contributes to the way in which children develop
	Child Protection & Safeguarding	Basic understanding of requirements and responsibilities under Child Protection & Safeguarding
	Health and Well Being	Understand and promote the value of emotional and physical well-being in adults and children Take responsibility for own well-being
Working with Others	Working with partners	Ability to form effective relationships with those working in and with the school
	Relationships	Patience and the ability to deal with a wide range of demands from a variety of people Ability to establish rapport and respectful, trusting relationships Ability to build open and honest relationships
	Team Work	Work effectively as part of a team Ability to work independently  Know how and when to seek support
	Information	Ability to provide clear, timely and accurate information
	Equalities	Demonstrate commitment to treating all people fairly
Skills	Organisational and Time Management Skills	Good organisational skills Ability to prioritise work and manage own time effectively Flexible attitude to day to day tasks
	Time Management	Ability to plan and manage own time effectively
	Creativity	Ability to follow instructions Ability to resolve problems independently
	CPD	Demonstrate commitment to

		own and others professional development
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