Job Description

Job Title	Science Technician
Grade	Grade D [4] SCP 06 to 11
Primary Purpose of the Job:	To work under the guidance of the Head of Science to co-ordinate the use of practical resources, provide comprehensive technical support and advice to staff and learners undertaking the Science curriculum.
Responsible to:	Head of Science/Senior Science Technician
Principal Responsibilities	Support for the learner, teacher, curriculum and the school.

Main Duties	
1.	Use specialist skills, training and experience to support learners
2.	Demonstrate and assist learners in the safe and effective use of specialist equipment and materials
3.	Support learners in accessing learning activities and provide technical advice under the guidance of the teacher, providing in class support where required
4.	Create and maintain a purposeful, orderly and productive working environment
5.	Consult and cooperate with teaching staff in the development of apparatus and equipment for use in practical lessons
6.	Set up apparatus and prepare equipment, resources and materials for lessons and clear away afterwards
7.	Assist in the organisation and preparation of equipment for Open Evenings and other school events and attend and provide practical support during these events
8.	Contribute to planning, development and organisations of systems and procedures
9.	Be responsible for maintaining stock records, information and data, producing analysis and reports as required
10.	Ensure availability of suitable materials and equipment, liaising with suppliers to obtain costings and suggest economic alternatives
11.	Place orders and purchase resources liaising with budget holders and finance staff
12.	Demonstrate and assist in the safe and effective use of specialist equipment and materials
13.	Assist the Senior Technician with the day-to-day organisation to support staff and develop trainee teachers to ensure that essential performance standards are met
14.	Provide specialist advice and guidance as and when required

Main Duties	
15.	Always promote and ensure the health and safety and good behaviour of learners
16.	Under the guidance of the Senior Science Technician, ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repair of equipment is carried out to the required standard
17.	Maintain specialist equipment, checking for quality and safety, undertake specialist repairs and modifications within own capabilities and arrange for other repairs/ modifications to be carried out by others
18.	Be responsible for the safe storage and disposal of equipment, chemicals and laboratory materials in accordance with established guidelines
19.	Actively contribute to the assessment, monitoring and review of both health and safety procedures and information resources including the preparation of risk assessments, carrying out electrical and other safety checks and attend health and safety meetings as required
20.	Keep up to date with current procedures and practices through continuing professional learning (attending courses and reading publications)
21.	Provide technical advice and support on health and safety issues to teaching staff and trainee teachers
22.	Be responsible for the safe treatment and disposal of used materials including hazardous substances, and respond to actual or potential hazards including organising, storing and checking the condition of chemicals and equipment

Additional responsibilities	
23.	Be aware of and comply with all policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting any concerns to the appropriate person
24.	Ensure that all learners have equal access to opportunities to learn and develop
25.	Contribute to the overall ethos/work/aims of the school
26.	Recognise own strengths and share expertise and skills with others
27.	Provide back up support for other members of the team as needed
28.	Set a good example in terms of personal presentation, attendance and punctuality
29.	Act and dress at all times as an example to the learners within the school and to create a professional image for parents and other visitors
30.	Participate in training and other learning activities and performance management as required
31.	A willingness to assist with the supervision of learners on school trips and out of lesson times e.g. clubs, extra-curricular activities

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Headteacher and to meet the needs of the school.

Job Description prepared/updated by Gaynor Chesterfield **Date:** July 2022

Person Specification

Job Details	
Job Title	Science Technician
Grade	Grade D [4] SCP 06 to 11

STAGE ONE

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

	Skills and Knowledge	Method of Assessment
1.	Effective use of ICT to support learning including Microsoft Excel, Word and Outlook. Experience with lablogger would be an advantage.	Application Form/Interview
2.	Practical knowledge of the use of relevant equipment and science resources	Application Form/Interview
3.	Working knowledge of National Curriculum in subject area	Application Form/Interview
4.	The ability to prioritise jobs and respond in a timely manner	Application Form/Interview
5.	Knowledge of relevant policies, codes of practice, Health and Safety procedures and legislation	Application Form/Interview
6.	Ability to self-evaluate learning needs and actively seek learning opportunities	Application Form/Interview
7.	Ability to relate well to young people and adults	Application Form/Interview
8.	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	Application Form/Interview
9.	Knowledge of first aid	Application Form/Interview
10.	**Competencies** Please note the school's competencies, which are considered to be essential for all roles, are in the attached Core Competencies document.	Interview

	Personal Qualities and Beliefs	Method of Assessment
1.	Values diversity	Application Form/Interview
2.	Alignment with Ladybridge beliefs and mission	Application Form/Interview
3.	Optimistic outlook – a belief that the work we do makes a difference to others	Application Form/Interview

Personal Qualities and Beliefs		Method of Assessment
4.	Honest, reliable, open-minded, modest and full of integrity	Application Form/Interview
5.	Models Ladybridge WISDOM qualities of Respect, Commitment, Curiosity, Kindness, Teamwork and Resilience	Application Form/Interview
6.	Excellent time management skills	Application Form/Interview
7.	Good attendance and punctuality	Application Form/Interview
8.	Excellent organisation skills	Application Form/Interview

Experience, Qualifications and Training		Method of Assessment
1.	Relevant experience of working within a science-related environment	Application Form
2.	Holder of an NVQ Level 2 **or equivalent qualification** in relevant discipline or practical experience in a similar role.	Application Form
3.	Holder of GCSE Mathematics, English and Science qualification Grades A-C or 9-4 or the equivalent	Application Form
4.	Good numeracy, literacy and IT skills	Application Form
4.	Willingness to engage in relevant training and development opportunities	Application Form/Interview
5.	Specialist technical knowledge	Application Form/Interview
6.	Current First Aid certificate or a willingness to undertake training	Application Form

Work Related Circumstances		Method of Assessment
1.	High expectations of all learners; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	Application Form/Interview
2.	Ability to build and maintain successful relationships with young people, treating them consistently with respect and consideration, demonstrating a concern for their development as learners	Application Form/Interview
3.	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	Application Form/Interview
4.	Ability to improve own practice through observations, evaluations and discussions with colleagues.	Application Form/Interview
5.	A flexible approach to working hours	Application Form/Interview

Note to Applicants:
Please try to show in your application form, how best you meet these requirements

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Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

Developing Self and Others
Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

Civil Contingencies
Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

Equality and Diversity
Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

Customer Care
The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

Health and Safety
Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

Data Protection and Confidentiality
Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

Fluency Duty
Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

Working Hours
The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

Safeguarding
This School is committed to safeguarding and promoting the welfare of children, learners and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.